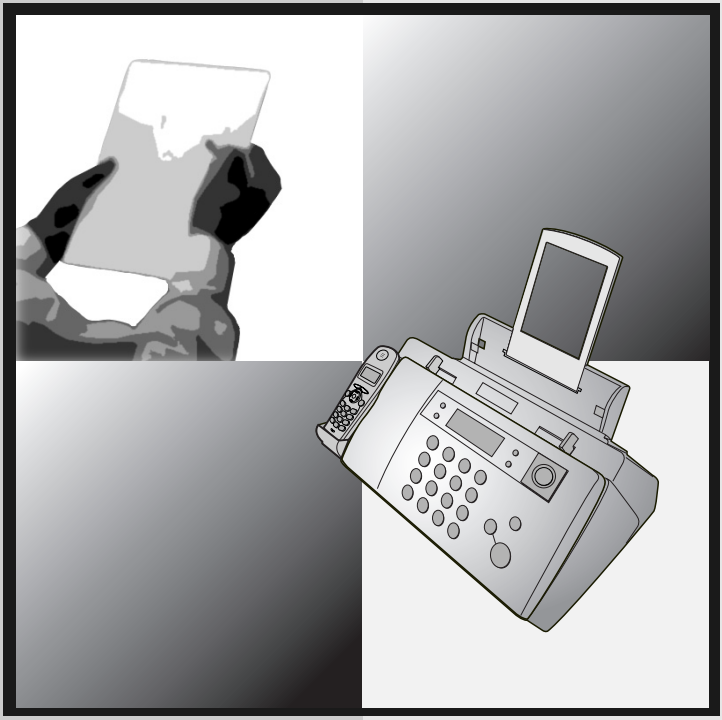
SHARP

MODEL

UX-BD80/UX-BD90



FACSIMILE

OPERATION MANUAL

1. Installation
2. Using the Cordless Handset
3. SMS Text Messaging
4. Using the Answering Machine
5. Sending Faxes
6. Receiving Faxes
7. Making Copies
8. Special Functions
9. Printing Lists
10. Maintenance
11. Troubleshooting

IMPORTANT

PLEASE KEEP THE EXTERNAL & INTERNAL PACKAGING SAFE.

PLEASE DO NOT THROW IT AWAY.

IN THE UNLIKELY EVENT OF A HARDWARE FAILURE, OUR REPAIR CENTRE WILL ASK YOU TO PUT YOUR SHARP FACSIMILE IN THIS BOX.

THANK YOU FOR YOUR ASSISTANCE.

MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug which incorporates a detachable fuse cover, under no circumstances should the plug be used without the fuse cover fitted.

In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the mains plug and fit an appropriate type observing the wiring code below.

DANGER: The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electric shock may occur.

If you are not sure how to do this, get help from a qualified electrician.

IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW:	**Earth**
BLUE:	**Neutral**
BROWN:	**Live**

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked by the letter **E**, or by the safety earth symbol ⏚ or coloured green or green-and-yellow.The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

"WARNING: THIS APPARATUS MUST BE EARTHED"

This equipment complies with the requirements of Directive 1999/5/EC.

Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.

Cet appareil est conforme aux exigences de la directive 1999/5/CE.

Este aparato satisface las exigencias de las Directiva 1999/5/CE.

Quest'apparecchio è conforme ai requisiti delle direttiva 1999/5/CE.

Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.

Este equipamento obedece às exigências da directiva 1999/5/CE.

Η συσκευή αυτή ανταποκρίνεται στις απαιτήσεις των οδηγια 1999/5/ΕΚ.

Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.

Dette udstyr overholder kravene i direktiv 1999/5/EF.

Dette produktet oppfyller kravene i direktiv 1999/5/EC.

Tämä laite täyttää direktiivi 1999/5/EY.

This is a facsimile product operating in British and Irish analogue public switched telephone networks which follow the TBR21 Standard.

The Declaration of Conformity can be viewed at the following URL address.

http://www.sharp.de/doc/UX-BD80.pdf
http://www.sharp.de/doc/UX-BD90.pdf

Introduction

Welcome, and thank you for choosing a SHARP fax machine and cordless handset.

In addition to the cordless handset(s) included with the machine (two cordless handsets are included with the UX-BD90, one cordless handset is included with the UX-BD80), other cordless handsets that support the DECT/GAP standard can also be added. The total number of cordless handsets that can be used with the machine is six.

The UX-BD80/90 base (fax machine) complies with the GAP (Generic Access Prophile) standard and supports the following functions: Outgoing calls, incoming calls, intercom.
Additional bases and handsets must comply with the GAP standard.

This Sharp fax machine supports SMS messaging. To use this feature, see page 73.

Print cartridge yield* (at 4% coverage)**	Initial cartridge Quality mode OFF: Approx. 300 A4 pages Quality mode ON: Approx. 200 A4 pages Replacement cartridge: SHARP **UX-C70B** Quality mode OFF: Approx. 600 A4 pages Quality mode ON: Approx. 400 A4 pages
Paper tray capacity	Approx. 50 A4-size sheets (at room temperature; maximum stack height should not be higher than the line on the tray)
Recording system	Thermal inkjet
Print resolution	600 × 600 dpi
Effective printing width	203 mm max.
Memory size**	448 KB (approx. 24 average pages with ECM turned off; 20 minutes of voice messages (including OGMs))
Automatic dialling	30 numbers

*Quality mode is initially turned off. To turn on Quality mode, see page 27.

**Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Modem speed	14,400 bps with auto fallback to lower speeds.
Transmission time**	Approx. 6 seconds (only when ECM is on)
Compatibility	ITU-T (CCITT) G3 mode
Compression scheme	MR, MH, MMR
Telephone function	Yes (cannot be used if power fails)
Applicable telephone line	Public switched telephone network (TBR21) / PBX
Reception modes	TEL/FAX, TEL, FAX, A.M.
Automatic document feeder	10 sheets max. (A4, 80 g/m^2 paper)
Input document size	**Automatic feeding:** Width: 148 to 216 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 216 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Scanning Resolution	**Horizontal:** 8 lines/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Halftone (grayscale)	64 levels
Contrast control	Automatic/Dark selectable
Copy function	Single/Multi/Sort (99 copies/page)
Display	16-digit LCD display, 2 lines
Power requirements	230 V AC, 50 Hz
Power consumption	Standby (with cordless handset charging in cradle): 6.0 W Maximum: 35 W
Operating temperature	15 - 32°C

Humidity	25 - 80% RH
Dimensions (without attachments)	Width: 354 mm Depth: 247 mm Height: 138 mm
Weight (without attachments)	Approx. 3.2 kg

Cordless handset specifications

Standard	DECT (Digital Enhanced Cordless Telecommunications) GAP (Generic Access Profile)
Frequency	1.88 to 1.9 GHz
Duplex operation	TDMA (Time Division Multiple Access)
Dimensions	Width: 51 mm Depth: 29 mm Height: 145 mm
Weight	Approx. 130 g (with battery)
Battery	1.2 V Ni-MH battery; capacity: 630 mAh x 3 pcs (min. 600 mAh)
Power consumption	Approx. 1.0 W (in standby mode)
Initial charging	Approx. 12 hours for initial charge
Battery life	Approx. 10 hours (600 minutes) (at room temp.)
Battery life in standby mode	Approx. 120 hours with one full charge (at room temperature) *Battery life (both normal and in standby mode) may vary depending on usage, range from base machine, and environmental conditions such as temperature*.

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

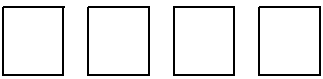
Important:

This fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.

The fax machine is not compatible with digital telephone systems.

System PIN number

Please fill in your system PIN in the space provided below. For information on the System PIN number, see page 67.



Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the power outlet and telephone socket and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

Batteries

Use only the batteries specified in this manual. Use only the provided charger to charge the batteries.

Do not use new and old batteries together. Do not use different types of batteries together.

When replacing batteries, make sure that the "+" and "-" sides are placed correctly.

Do not mutilate the batteries. Corrosive fluid may leak out and cause injury or burns to the eyes and skin. The fluid may be toxic if swallowed. In case of contact with eyes, flush with clean water (do not rub), and seek medical attention immediately.

Do not store or carry a battery with other metal objects such as keys or pins. These may short the battery and cause it to overheat.

Do not allow a battery to become wet.

Do not dispose of a battery in a fire or heat a battery. The battery may explode.

Do not let children replace the batteries.

Do not attempt to recharge a non-rechargeable battery.

Health care facilities and equipment

Radio frequency energy emitted from the cordless handset equipment may cause medical equipment to malfunction. Verify that any personal medical equipment you are using is adequately shielded from external radio frequency energy before using the cordless handset equipment. Do not use the cordless handset equipment in health care facilities where such use is prohibited.

Important:
This facsimile is only designed for use in the country where approved.

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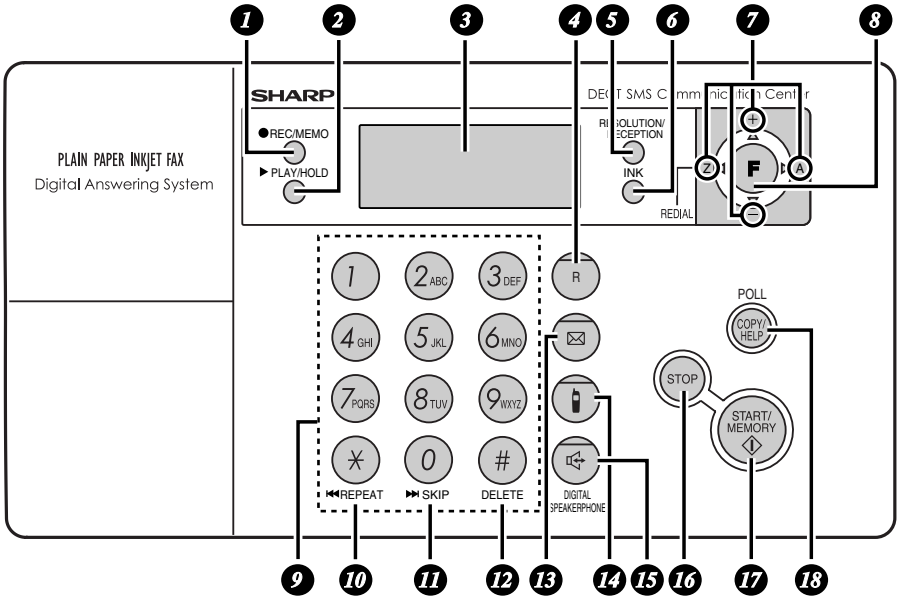
A Look at the Operation Panel



1 **REC/MEMO key**
Press this key to record an outgoing message or memo.

2 **PLAY/HOLD key**
Press this key to play recorded messages (page 89). During a phone call on the speakerphone, press this key to place the call on hold (page 120).

3 **Display**
This displays messages and prompts to help you operate the machine.

4 **R key**
If you are on a Flash-type PBX, use this key to dial out (first press the **R** key and then dial the number; page 110).

5 **RESOLUTION/RECEPTION key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying (page 108). At any other time, press this key to select the reception mode (the selected reception mode will appear in the display; page 37).

6 **INK key**
Press this key before installing or replacing the print cartridge to move the print cartridge holder to the cartridge replacement position (page 23).

7 **Arrow keys**
Use these keys to scroll through and select settings, and to search for auto-dial numbers (page 116).

8 **FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.

9 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

10 **REPEAT key**
Press this key while listening to a message to play it again.

11 **SKIP key**
Press this key while listening to a message to skip to the next message.

12 **DELETE key**
Press this key to erase recorded messages.

13 **SMS key**
Press this key to send an SMS message, check received SMS messages, and access SMS settings (page 73).

14 **Intercom key**
Press this key to page or locate the cordless handset (page 56).

15 **DIGITAL SPEAKERPHONE key**
Press this key to make a phone call using the speakerphone (speak facing the operation panel at a distance of about 50 cm to 1m; page 120). This key can also be used to listen to the line and fax tones through the speaker when faxing a document (page 110).
This key also functions as a delete key when composing an SMS message.

16 **STOP key**
Press this key to cancel an operation before it is completed.

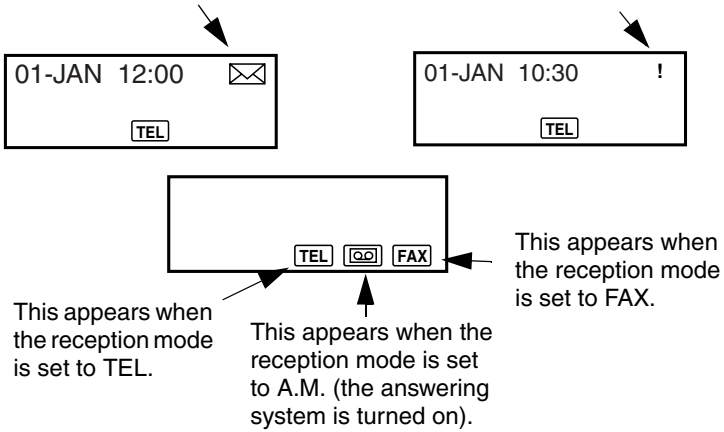
17 **START/MEMORY key**
Press this key after dialling to begin fax transmission (page 111). Press this key before dialling to send a fax through memory (page 122). The key can also be pressed in the date and time display to show the percentage of memory currently used.

18 **COPY/HELP/POLL key**
When a document is in the feeder, press this key to make a copy of the document (page 134). At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine. This key can also be used after dialling another fax machine to receive a document (previously loaded in the other machine's feeder) without assistance from the operator of the other machine (polling, page 142).

Icons in the display

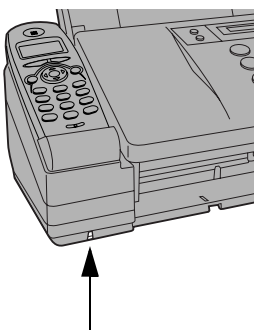
The envelope icon appears while an SMS message is being received.

The exclamation point icon appears when the inbox is full. When checking the messages in your outbox, this appears if the message being viewed was not sent successfully.


01-JAN 12:00
TEL
01-JAN 10:30
!
TEL
TEL
FAX
This appears when the reception mode is set to FAX.
This appears when the reception mode is set to TEL.
This appears when the reception mode is set to A.M. (the answering system is turned on).

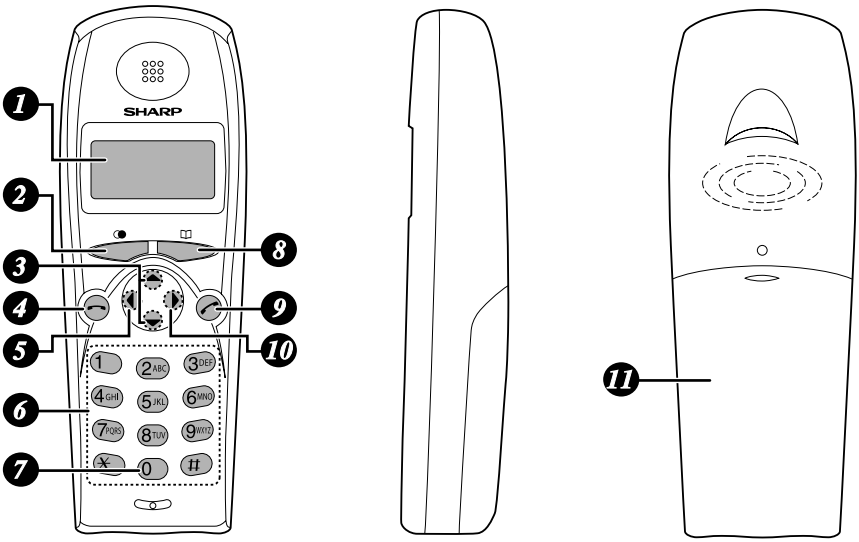
Note: Both the TEL and FAX icons appear when the reception mode is set to TEL/FAX.

Microphone location



The microphone is located here. Speak facing this location when using the speakerphone.

Cordless handset



1 **Display**
This displays messages and prompts to help you use the cordless handset.

2 **key**

Press the key and then ▲ or ▼ key to scroll through the most recent calls made and received on the cordless handset (received calls will only appear if you have Caller ID). If you have Caller ID, you can hold down the key to access the Caller ID list in the fax machine. During a phone conversation, this key can be pressed to issue a flash signal. If you are on a flash-type PBX, this key can be used to dial out.

3 **▲ key and ▼ key**

Receiver volume: When talking on the cordless handset, press these keys to adjust the receiver volume.
Scroll through option settings: When not talking on the cordless handset, press these keys to scroll through the option settings. To select a setting, press ▶.

4 **(OFF) key**

Press this key to end a call. To turn off the power of the cordless handset, hold down this key until the display goes blank.

5 **key**

Use this key to clear an entry, or to move back to the previous level in the settings. Press this key during a call to put the other party on hold.

6 **Number keys**

Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

7 **key**

When entering an auto-dial number, hold this key down until a hyphen appears to insert a pause between digits.

8 **key**

Use this key to search for an auto dial number (press key and then press key and key to scroll through your auto-dial numbers). If you hear a fax tone when you answer a call, press this key to begin fax reception.

9 **(TALK) key**

Press this key to make or answer a call. To turn on the power of the cordless handset when it is off, hold down this key until the display turns on.

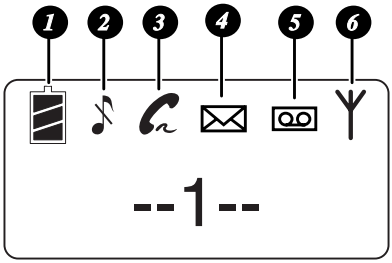
10 **key**

Press this to select settings and complete entries when programming information in the cordless handset.

11 **Battery cover**

Remove this cover to install or replace the handset battery.

Icons in the cordless handset display



1 This indicates how much power is left in the batteries.

2 This indicates that the cordless handset ringer (and the beeps that sound when keys are pressed) are turned off (silent ring).

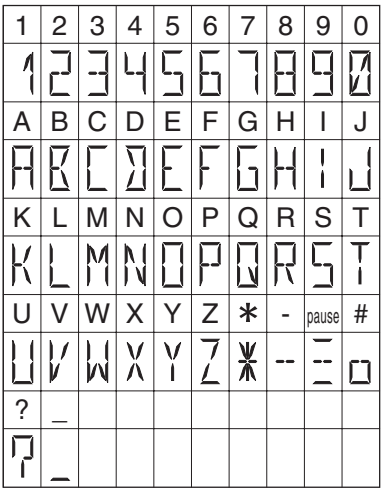
3 This indicates when is pressed on the cordless handset, and blinks when a call comes in.

4 This appears when a new SMS message has been received in the machine (this changes to when all SMS messages have been read). Note that the cordless handset cannot be used to read SMS messages.

5 This appears when new messages have been received in the fax machine's answering system.

6 This appears when the cordless handset and the fax machine are able to communicate.

Characters that appear in the cordless handset display



Note that lower case letters in the fax machine display will appear as upper case letters in the cordless handset display, and a letter with an umlaut will appear as a space.
In addition, the following characters appear differently in the fax machine and cordless handset displays:

Fax machine	.	/	!	¨	#	$	%	&	’
Cordless handset		/			□				
Fax machine	(	)	*	+	,	-	:	;	<
Cordless handset	(	)	*			--			<
Fax machine	=	>	?	@	[	¥	]	^	_
Cordless handset	--	>	?		(		)		_
Fax machine	`	{	|	}	→	←	€	£	
Cordless handset									

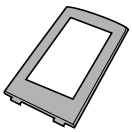
:space

1. Installation

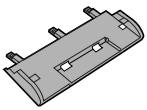
Unpacking Checklist

Before setting up, make sure you have all of the following items. If any are missing, contact your dealer or retailer.

Paper tray extension

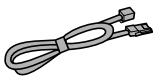


Paper tray

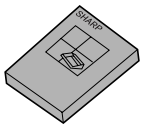


Print cartridge

Telephone line cord



Operation manual

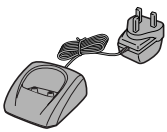


Cordless handset

Battery cover

Rechargeable batteries (3)

Cordless handset charger (UX-BD90 only)

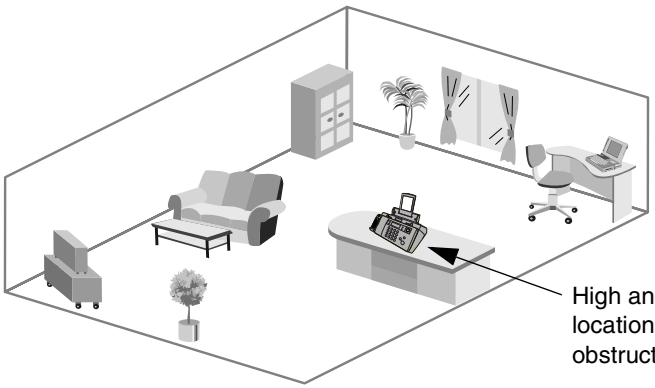


Note: The UX-BD90 comes with 2 cordless handsets

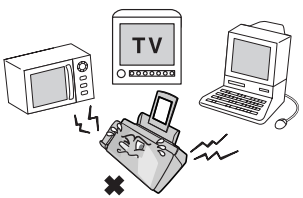
Setting Up

Selecting a location for the machine

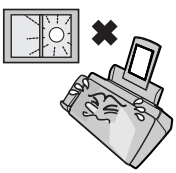
To maximize the talking range of the cordless handset, install the fax machine in a high and central location away from obstructions such as walls.



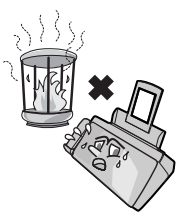
High and central location with no obstructions



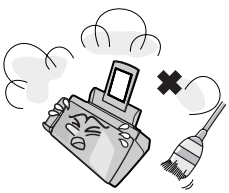
Keep the machine away from other electrical appliances such as TVs, microwave ovens, computers, and other cordless phones.



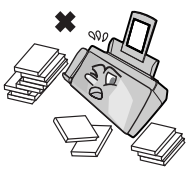
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



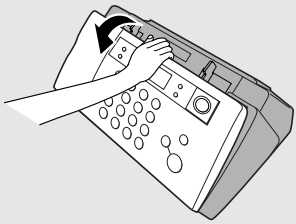
Keep dust away from the machine.



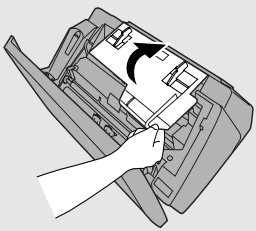
Keep the area around the machine clear.

Removing the packing tape

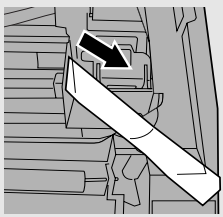
1 **Open the operation panel.**



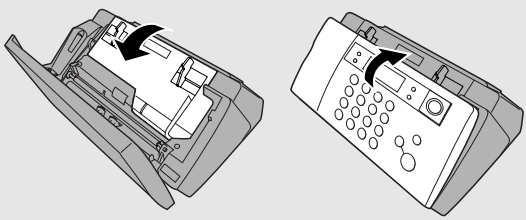
2 **Open the print compartment cover.**



3 **Remove the tape.**

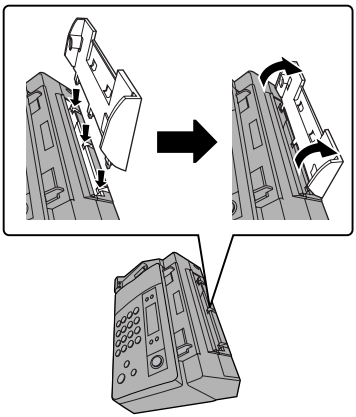


4 **Close the print compartment cover and then the operation panel.**



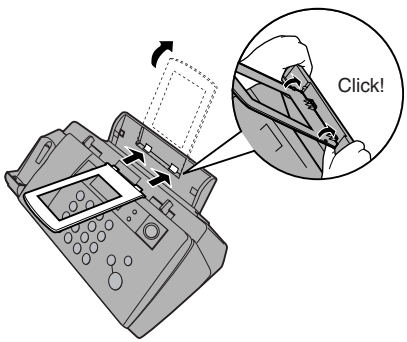
Attaching the paper tray

Attach the paper tray.



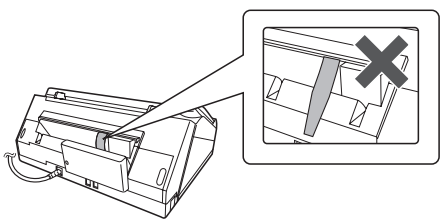
Attach the paper tray extension.

Insert horizontally and rotate up



Note: The paper tray extension has a top side and a bottom side. If the tabs do not go into the holes, turn the support over.

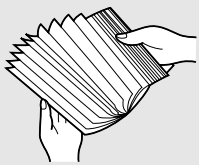
Caution!
Do not pull out the black plastic strip shown below. If the strip is pulled out, paper will not feed correctly.



Loading Printing Paper

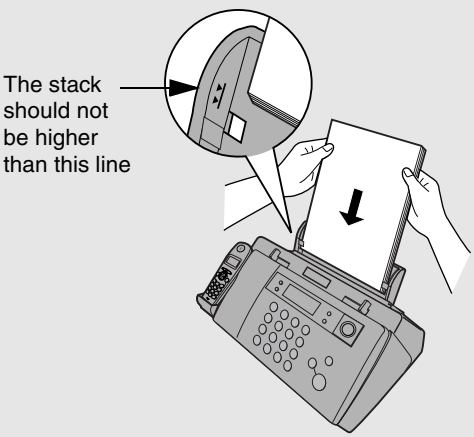
You can load up to 50 sheets of A4-size paper (60 - 80 g/m^2) in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

1 **Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.**



2 **Insert the stack of paper into the tray, *PRINT SIDE UP*.**

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- ***GENTLY LOAD PAPER INTO THE PAPER TRAY.***
- ***DO NOT FORCE IT DOWN INTO THE FEED SLOT.***



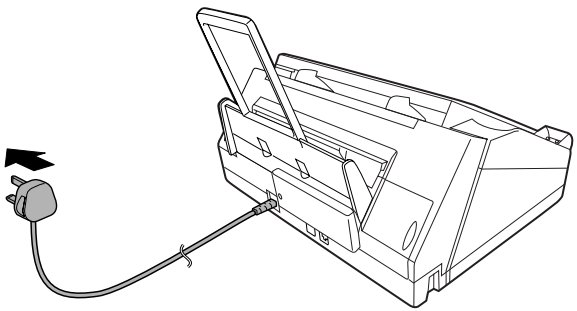
Note: Do not use paper that has already been printed on, or paper that is curled.

Connecting the Power Cord

Plug the power cord into a 230 V, 50 Hz, earthed (3-prong) outlet.

Caution!

- **Make sure you have removed all of the packing tape before plugging in the power cord** (see page 18). Plugging in the power cord without doing so may damage the machine.
- The power outlet must be installed near the equipment and must be easily accessible.



The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.

> "CHECK CARTRIDGE" normally appears in the display the first time you plug in the machine. This message appears until you install the print cartridge.

Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

About condensation
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Installing the Print Cartridge

Follow these steps to install or replace the print cartridge.

- When replacing the print cartridge, be sure to use a **SHARP UX-C70B** cartridge.

Print cartridge yield (at 4% coverage)

Initial cartridge
Quality mode OFF: Approx. 300 A4 pages
Quality mode ON: Approx. 200 A4 pages

Replacement cartridge (SHARP UX-C70B)
Quality mode OFF: Approx. 600 A4 pages
Quality mode ON: Approx. 400 A4 pages

Quality mode is initially turned off. To turn on Quality mode, see page 27.

Caution!
Do not open the print compartment cover or insert your hand in the machine while it is printing.

Note: Keep print cartridges sealed in their packages until you are ready to install them. It is recommended that you do not use a cartridge that has been left unused for a long time after opening, as the print quality may be considerably degraded.

- Make sure the machine's power cord is plugged in and paper is loaded before installing or replacing the print cartridge.
- If a document is inserted in the feeder, remove the document before installing or replacing the print cartridge (see page 106).

If PRINTER ERROR or PRINTER ERROR/CHECK PAPER appears...
In the event that the display shows either of the above messages, you must clear the error before installing the print cartridge. The error can usually be cleared by pressing STOP, or if a paper jam has occurred, by removing the paper jam (see page 171).

1 **Press** INK.

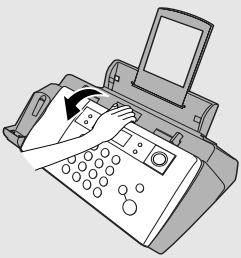
Display:

29-MAY 12:00
REPLACE INK &

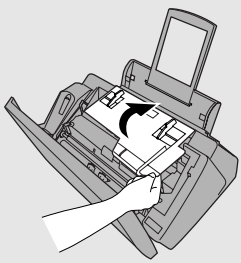
29-MAY 12:00
PRESS INK KEY

- Make sure the cordless handset is not in use. If the cordless handset is in use, pressing INK will have no effect.
- The print cartridge holder moves to the cartridge replacement position.

2 **Open the operation panel.**

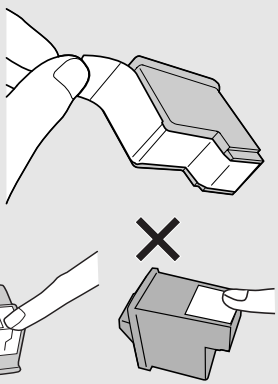


3 **Open the print compartment cover.**



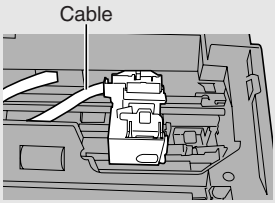
4 **Remove *only* the tape from the new cartridge.**

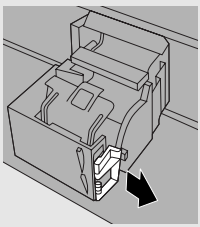
- **Important:** Make sure you remove all of the tape.
- **CAUTION! DO NOT** touch the gold contact area on the cartridge.

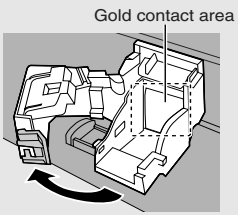


5 **Make sure the cartridge holder has moved slightly away from the right side of the compartment, and then pull the green lever and open the cartridge holder cover.**

- If you are replacing the cartridge, remove the old cartridge. If you are going to use the old cartridge again, place it in an air-tight container.
- **CAUTION! DO NOT** touch the contact area inside the cartridge holder, or pull on the cable that is connected to the cartridge holder.

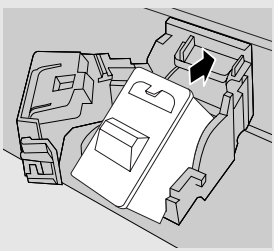




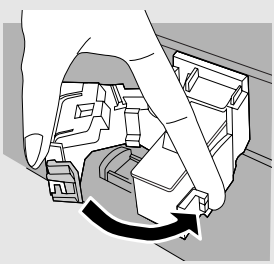


Note: If the print compartment cover is left open for approximately 30 minutes with a cartridge installed, the cartridge will automatically return to its home position. To make the cartridge return to the cartridge replacement position when this has happened, press INK.

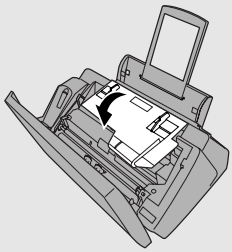
6 **Insert the new print cartridge into the cartridge holder.**



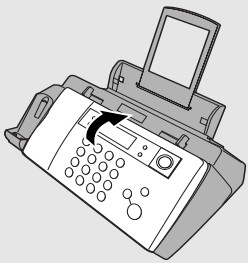
7 **Place your index finger on the tab as shown and close the cartridge holder cover with your thumb. Make sure the cover clicks into place.**



8 **Close the print compartment cover.**



9 **Close the operation panel, pressing down firmly to make sure it clicks into place.**



Display:

29-MAY 12:00
REPLACE INK &

29-MAY 12:00
PRESS INK KEY

10 **Press INK to make the print cartridge holder return to its home position.**

29-MAY 12:00
CHANGE CARTRIDGE

29-MAY 12:00
1=NEW, 2=OLD

11 **Press 1 (NEW) if the cartridge you installed is new.**

Press 2 ABC (OLD) if the cartridge you installed is old.

Display when "NEW" is selected:

29-MAY 12:00
NEW CART. OK?

29-MAY 12:00
OK: PRESS START

12 **Press** START/ MEMORY.

If you selected "OLD" in the previous step, this completes the installation procedure. (Note: If you find that print quality is not satisfactory after reinstalling the old cartridge, align the cartridge as explained on page 151.)

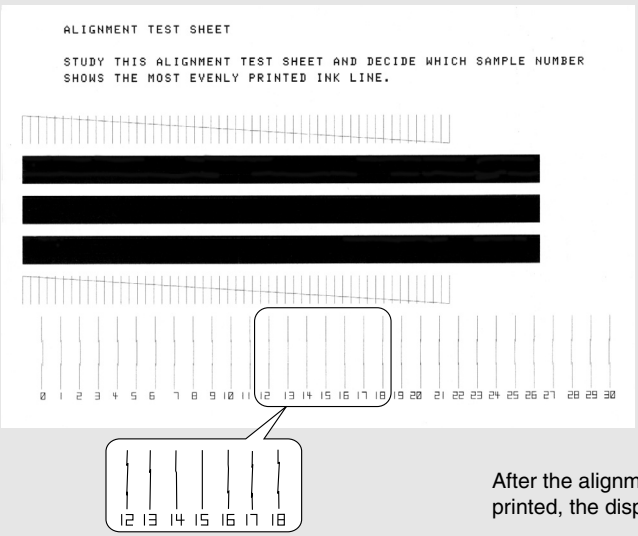
If you selected "NEW", the display will show the alternating messages at right. Continue with the following steps to align the print cartridge.

Display when "NEW" is selected:

29-MAY 12:00 ALIGN CARTRIDGE
↕
29-MAY 12:00 1=PRINT, 2=SET

13 **Press 1 to print an alignment page. (To enter an alignment value without printing an alignment page, press 2 ABC.)**

14 **In the alignment page that the machine prints, locate the line that comes closest to forming a completely straight line.**


ALIGNMENT TEST SHEET
STUDY THIS ALIGNMENT TEST SHEET AND DECIDE WHICH SAMPLE NUMBER SHOWS THE MOST EVENLY PRINTED INK LINE.
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
12 13 14 15 16 17 18

In this example, "15" comes closest to forming a straight line.

After the alignment page is printed, the display shows:

29-MAY 12:00 ENTER (0-30) 15

15 **Press the number keys to enter the number of the straightest line.**

Example: (1) (5 JKL)

- If you make a mistake, press (STOP) and then repeat the entry.

16 **Press** (START/ MEMORY).

- This completes the alignment procedure.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press (START/ MEMORY).

29-MAY 12:00 ADD PAPER &
▲▼
29-MAY 12:00 PRESS START KEY

Quality mode (using more/less ink)

If you prefer a higher quality image when printing faxes and copies, turn on Quality mode. If you wish to use less ink or speed up ink drying time, turn off Quality mode.

♦ Quality mode is initially turned off.

1 **Press** (F) **once and** (+) **3 times.** Display: PRINT SET-UP ▲▼

2 **Press** (▷A) **once and** (−) **twice.** QUALITY MODE ▲▼

3 **Press** (▷A) **once.**

QUALITY MODE
1=ON, 2=OFF

4 **Press (1) to turn on Quality mode, or (2 ABC) to turn it off.**

The display briefly shows your selection, then:

HQ FAX PRINT

5 **Press (STOP) to return to the date and time display.**

High-quality fax print setting (fast/slow printing of faxes)

The high-quality fax print setting controls the speed at which faxes are printed. If you prefer a higher quality image at a slower printing speed, turn on this setting. If you prefer a faster printing speed over image quality, turn off the setting.

Important: This setting is only effective when Quality mode (page 27) is turned on.

Note: This setting only affects the printing speed. It does not affect the amount of ink used.

♦ The high-quality fax print setting is initially turned on.

1 **Press (F) once and (+ △) 3 times.**

Display: PRINT SET-UP

2 **Press (▷ A) once and (▽ −) 3 times.**

HQ FAX PRINT

3 **Press (▷ A) once.**

HQ FAX PRINT
1=YES, 2=NO

4 **Press (1) (YES) to turn on high quality fax print, or (2 ABC) (NO) to turn it off.**

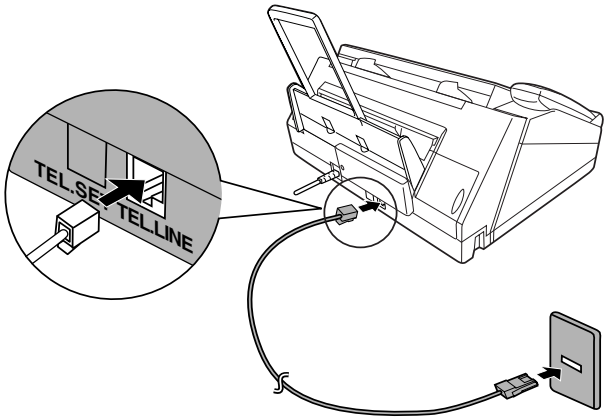
The display briefly shows your selection, then:

HQ COPY

5 **Press (STOP) to return to the date and time display.**

Connecting the Telephone Line Cord

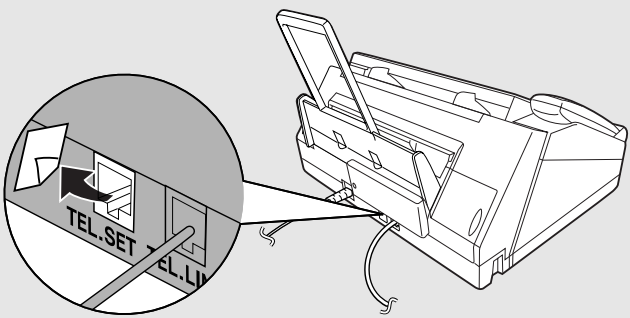
Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.



Extension phone (optional)

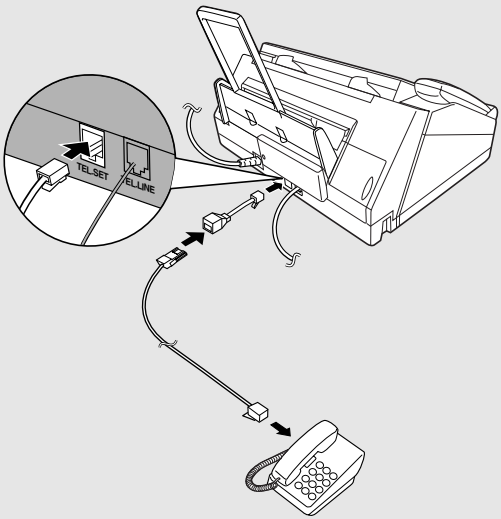
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax machine.

1 **Remove the seal covering the TEL. SET socket.**



2 **Connect the extension phone line to the TEL. SET socket using an appropriate adapter (please purchase an adapter separately).**

- **Eire:** Insert the extension phone line directly into the **TEL. SET** socket.

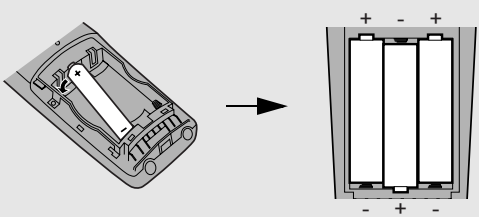


Setting Up the Cordless Handset

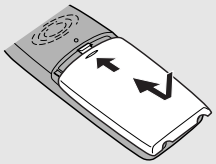
Installing the batteries and charging the cordless handset

♦ Be sure to read the battery precautions on page 5.

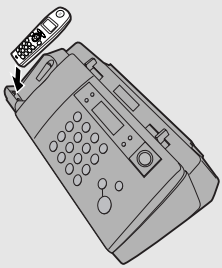
1 **Insert the batteries into the cordless handset, making sure that the "+" and "-" sides are placed correctly.**



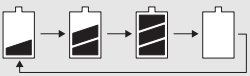
2 **Place the battery cover on the cordless handset, making sure it snaps firmly into place.**



3 **Place the cordless handset in the cradle on the machine with the dial pad facing up.**



- **Important!** The dial pad must face up, or the batteries will not charge.
- The batteries charge automatically while the cordless handset is in the cradle. While charging, the display shows:



When charging is finished, the battery icon appears full:

Charge the batteries for at least **12** hours the first time!

- ♦ The cordless handset may feel warm while charging. This is normal.
- ♦ The batteries cannot be overcharged. When not using the cordless handset, keep it in the cradle to ensure that it is always charged.
- ♦ When the batteries need charging, will blink in the display and you will hear beeps during a phone conversation. If you need to continue the conversation, transfer the call to the machine or to another cordless handset (see page 57). Place the cordless handset in the cradle and let it charge.

Note: If the batteries are extremely low, nothing may appear in the display during the first several minutes that the cordless handset is in the cradle. The battery will begin to charge normally after several minutes.

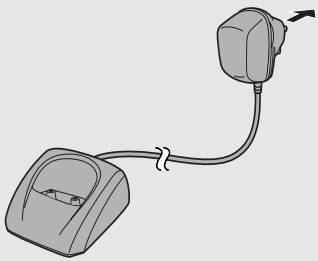
- ♦ To ensure that the battery charges properly, wipe the charger contacts once a month with a cotton swab.

Using the cordless handset charger (on models with a second cordless handset)

If your model includes a charger and a second cordless handset, install the batteries in the second cordless handset as explained in the previous section and then use the charger to charge the second cordless handset as explained below.

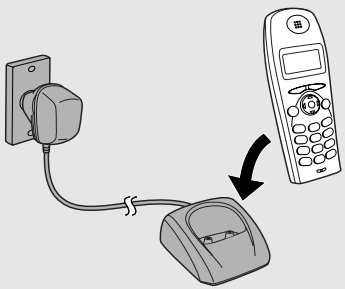
1 **Plug the AC adapter into a standard 230 V AC outlet.**

- **Important:** Never cover the charger and AC adapter with a blanket, cloth, or other material. Excessive heating may result and cause fire.



2 **Place the cordless handset in the charger with the dial pad facing forward.**

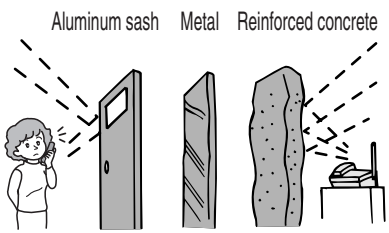
- **Important!** The dial pad must face forward, or the batteries will not charge.
- See Step 3 in the previous section for information on charging.



Talking range

The talking range of the cordless handset is approximately 200 m (line of sight; talking range may decrease depending on transmission conditions). If you hear noise or interference while talking on the cordless handset, move closer to the fax machine.

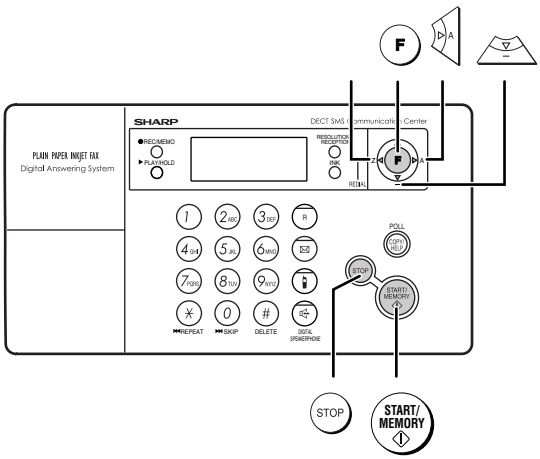
Large metal objects, metal structures, and thick walls reduce the talking range.



Entering Your Name and Fax Number

Before you begin sending faxes, enter your name and fax (telephone) number. You also need to set the date and time as explained in the following section.

Once you enter this information, it will automatically appear at the top of each fax page you send.



1 **Press (F) once and ▽ 3 times.**

Display: ENTRY MODE ▲▼

2 **Press ▷A once.**

OWN NUMBER SET ▲▼

3 **Press ▷A once.**

ENTER TEL/FAX #

4 **Enter your fax number by pressing the number keys (max. 20 digits).**

- To insert a space between digits, press (#). To enter "+", press (✳).
- To clear a mistake, press DIGITAL SPEAKERPHONE.

5 **Press** START/MEMORY **.**

6 **Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.**

Example: SHARP = 7777 44 2 777 A 7

SPACE = 1	G = 4 GHI	N = 6 MNO 6 MNO	U = 8 TUV 8 TUV
A = 2 ABC	H = 4 GHI 4 GHI	O = 6 MNO 6 MNO 6 MNO	V = 8 TUV 8 TUV 8 TUV
B = 2 ABC 2 ABC	I = 4 GHI 4 GHI 4 GHI	P = 7 PQRS	W = 9 WXYZ
C = 2 ABC 2 ABC 2 ABC	J = 5 JKL	Q = 7 PQRS 7 PQRS	X = 9 WXYZ 9 WXYZ
D = 3 DEF	K = 5 JKL 5 JKL	R = 7 PQRS 7 PQRS 7 PQRS	Y = 9 WXYZ 9 WXYZ 9 WXYZ
E = 3 DEF 3 DEF	L = 5 JKL 5 JKL 5 JKL	S = 7 PQRS 7 PQRS 7 PQRS 7 PQRS	Z = 9 WXYZ 9 WXYZ 9 WXYZ 9 WXYZ
F = 3 DEF 3 DEF 3 DEF	M = 6 MNO	T = 8 TUV	

- To enter two letters in succession that require the same key, press A after entering the first letter.
- To clear a mistake, press DIGITAL SPEAKERPHONE .
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press # or * repeatedly:

  . / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ` { | } → ← €

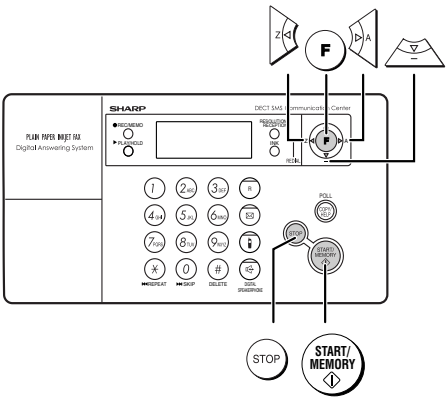
7 **Press** START/MEMORY **.**

Display: DATE&TIME SET

8 **Press** STOP **to return to the date and time display.**

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.



1 **Press (F) once and (–) 3 times.**

Display:

ENTRY MODE ▲▼

2 **Press (A) once and (–) once.**

DATE&TIME SET ▲▼

3 **Press (A) once.**

The currently set date appears (example):

DATE&TIME SET DATE 15-08-2004

4 **Enter a two-digit number for the day ("01" to "31").**

Example: the 5th (0) (5 JKL)

→

DATE&TIME SET DATE 05-08-2004

- To correct a mistake, press (Z) to move the cursor back to the mistake and then enter the correct number.

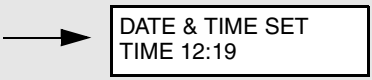
5 **Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).**

Example: January (0) (1)

6 **Enter the year (four digits).**

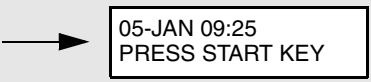
Example: 2004 (2 ABC) (0) (0) (4 GHI)

The currently set time appears (example):



7 **Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).**

Example: 9:25 (0) (9 WXYZ) (2 ABC) (5 JKL)



8 **Press** (START/ MEMORY) **to start the clock.**

9 **Press** (STOP) **to return to the date and time display.**

Setting the Reception Mode

The machine has four modes for receiving incoming faxes.

Note: SMS messages can be received in any of the reception modes.

FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by pressing

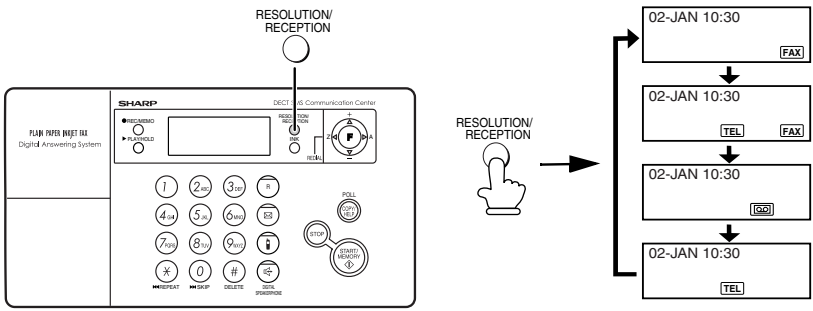
on the machine or by answering on the cordless handset.

TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the machine will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the machine will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

A.M. mode ( ):
Select this mode when you go out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically. (Note: A.M. mode cannot be selected unless an outgoing message has been recorded as explained on page 86.)

Setting the reception mode

Make sure a document ***is not loaded in the document feeder***, and then press RESOLUTION/ RECEPTION until the desired mode appears in the display.



For more information on receiving faxes in FAX, TEL and TEL/FAX modes, see Chapter 6. For more information on using A.M. mode, see Chapter 4.

Flash Select Setting for PBX

Note: This setting is normally only used in Germany. In other countries, you can try changing the setting if you encounter difficulty with the default setting.

If your fax machine is connected to a PBX and the PBX uses the “Flash” method to connect to an outside line, you must select the appropriate Flash Select setting depending on whether your PBX line is a normal telephone line or a high-speed line.

1 **Press (F) once and ▽ 4 times.**

Display:

```
OPTION SETTING
```

2 **Press ▷A once and ▽ 4 times.**

```
FLASH SELECT
```

3 **Press ▷A once.**

```
FLASH SELECT
1: SHORT TIME
```

4 **Select (1) (SHORT TIME) if your PBX line is a normal telephone line.**
Select (2 ABC) (LONG TIME) if your PBX line is a high-speed line.

The display briefly shows your selection, then:

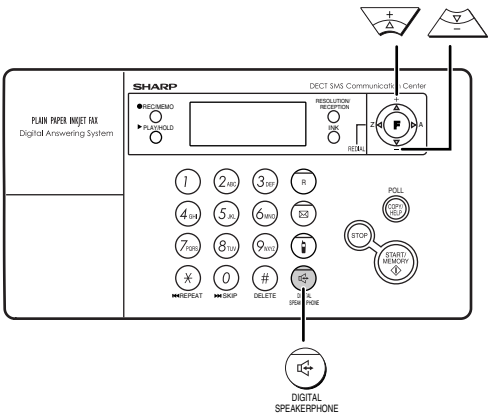
```
FAX SIGNAL RX
```

5 **Press (STOP) to return to the date and time display.**

Volume Adjustment (on the Machine)

You can adjust the volume of the speaker and ringer on the machine using the up and down arrow keys.

Note: To adjust the volume of the cordless handset receiver, see page 46. To adjust the volume of the cordless handset ringer, see page 60.



Speaker

1 **Press** DIGITAL SPEAKERPHONE **.**

2 **Press** **or** **to select the desired volume level.**

- Press DIGITAL SPEAKERPHONE again to turn off the speaker.

Machine ringer

1 **Press + or − to select the desired volume level.**

(Make sure DIGITAL SPEAKERPHONE has not been pressed and a document is not loaded in the feeder.)

- The ringer will ring once at the selected level.

Display:

29-MAY 12:00
RINGER: HIGH

↕

29-MAY 12:00
RINGER: MIDDLE

↕

29-MAY 12:00
RINGER: LOW

↕

29-MAY 12:00
RINGER: OFF OK ?

2 **If you selected RINGER: OFF OK ? to turn off the ringer, press START/MEMORY.**

Error beep off

The machine normally sounds three beeps to alert you when an error occurs during transmission, reception, or copying. The machine also sounds a double-beep when you press an invalid key on the operation panel. If you wish to turn off the error beep, follow the steps below.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING

2 **Press ▷A once and + 3 times.** ERROR BEEP

3 **Press ▷A once.** ERROR BEEP 1=YES, 2=NO

4 **Press (1) to turn on the error beep or (2 ABC) to turn off the error beep.** The display briefly shows your selection, then: END BEEP

5 **Press (STOP) to return to the date and time display.**

End beep off

The fax machine normally sounds one long beep when transmission, reception, or copying ends normally (for an SMS message, the end beep only sounds when a message is received, not when a message is sent). If you wish to turn off the end beep, follow the steps below.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING

2 **Press ▷A once and + twice.** END BEEP

3 **Press** ▷A **once.**

END BEEP
1=YES, 2=NO

4 **Press** 1 **to turn on the end beep or**

2 ABC **to turn off the end beep.**

The display briefly shows your selection, then:

KEY TONE ▲▼

5 **Press** STOP **to return to the date and time display.**

Key tone off

The fax machine normally sounds a beep (key tone) each time you press a key on the operation panel. If you wish to turn off the key tone, follow the steps below.

1 **Press** F **once and** ▽ **4 times.**

Display:

OPTION SETTING ▲▼

2 **Press** ▷A **once and** + **once.**

KEY TONE ▲▼

3 **Press** ▷A **once.**

KEY TONE
1=YES, 2=NO

4 **Press** 1 **to turn on the key tone or**

2 ABC **to turn off the key tone.**

The display briefly shows your selection, then:

FINE PRIORITY ▲▼

5 **Press** STOP **to return to the date and time display.**

2. Using the Cordless Handset

About the Cordless Handset System

Note: The cordless handset cannot be used to send SMS messages or read received SMS messages. Only the machine can be used for SMS messaging. However, ✉ will appear in the cordless handset display to inform you when a new SMS message has been received. (This will change to ✉ when all received SMS messages have been read at the machine.)

Additional cordless handsets

In addition to the cordless handset(s) included with the machine (two cordless handsets are included with the UX-BD90, one cordless handset is included with the UX-BD80), other cordless handsets that support the DECT/GAP standard can also be added. The total number of cordless handsets that can be used with the machine is six.

The UX-BD80/90 base (the machine) complies with the GAP (Generic Access Prophile) standard and supports the following functions: Outgoing calls, incoming calls, intercom. Additional bases and handsets must comply with the GAP standard.

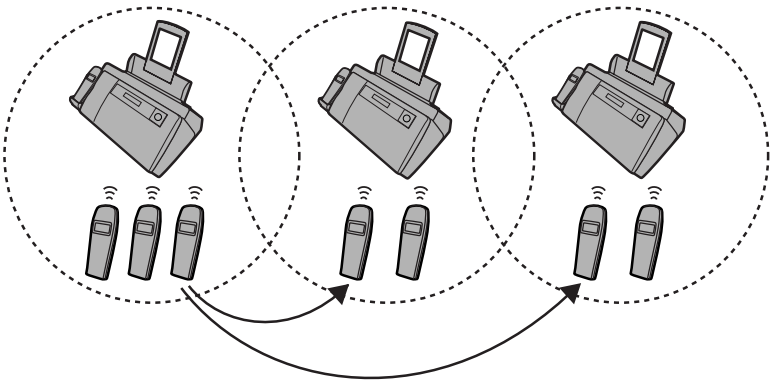
Note: Due to the wide variety of GAP handsets of different manufacture and specifications, full functionality with the UX-BD80/90 cannot be guaranteed.

- ♦ To add a cordless handset, it must be registered in the machine. See page 65.

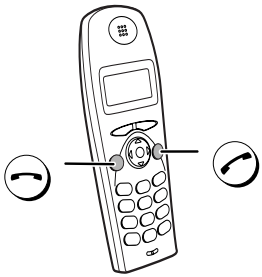
Additional bases

One cordless handset can be used with up to four bases. By purchasing additional bases, the range of use of the cordless handset can be expanded. (Note that once a cordless handset receives a call, it must remain within the communication range of the base that is transmitting the call.)

- A call can only be transferred from a cordless handset to the base that it is currently using, or to another cordless handset that is using the same base.
- To use a cordless handset with additional bases, the cordless handset must be registered in each of those bases. See page 65.



Making a Phone Call



1 **Pick up the cordless handset and press .**

- appears in the display.
- **Note:** If the cordless handset display shows BUSY, you must wait until the machine is no longer in use to use the cordless handset.

2 **When you hear the dial tone, dial the number.**

- If you are on a Flash-type PBX and are dialing out, press , wait for the connection to the outside line, and then dial the number.

3 **When you are ready to end the call, press .**

- If the END CALL setting is set to “ON” (see page 63), you can also end the call by simply placing the cordless handset in the cradle (or charger if you have one).

Cordless handset receiver volume
To adjust the volume of the cordless handset receiver when talking on the cordless handset, press or .

You can also dial by entering the phone number first and then pressing .

- Check the number in the display before pressing . If there is a mistake, press to clear the mistake and then enter the correct digits.

Note: If a pause is needed between any of the digits to access an outside line or a special service, hold down 0 until " - " appears.

Receiving a Phone Call

1 **When the cordless handset rings, pick it up and press to answer. Talk with the other party.**

2 **When you are ready to end the call, press .**

- If the END CALL setting is set to "ON" (see page 63), you can also end the call by simply placing the cordless handset in the cradle (or charger if you have one). The call will end even if it has been placed on hold.

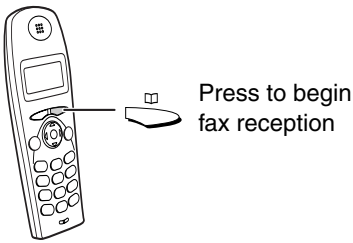
Putting a Call on Hold

To put the other party on hold during a call, press . While the call is on hold, "C" will blink in the display. When you are ready to resume the call, press once again.

- If the END CALL setting is set to "ON" (see page 63), placing the cordless handset in the cradle (or charger if applicable) will end the call, even if the call is on hold.
- If the END CALL setting is set to "OFF", placing the cordless handset in the cradle (or charger if applicable) will not break the connection while a call is on hold, and thus phone charges may continue to apply.

Receiving a Fax Using the Cordless Handset

If you hear a fax tone after answering a call on the cordless handset, or if the other party speaks to you and then wants to send a fax, press . This signals the machine to begin fax reception (for more information, see page 129).



Note: If the machine detects a fax signal after you answer a call on the cordless handset, it will begin reception automatically.

Storing and Using Auto-Dial Numbers

You can store your most frequently dialed numbers for automatic dialing. Numbers can be stored in the cordless handset or in the machine. To store a number in the cordless handset, follow the steps below.

- Up to 20 numbers can be stored in the “phone book” in the cordless handset. Numbers stored in the cordless handset can only be used by the cordless handset.
- To store a number in the machine, see page 111. The cordless handset can also use numbers that are stored in the machine.

1	**Press ▼.**	Cordless handset display: 1 PHONE BK
2	**Press ►.**	11 NEW
3	**Press ►.**	NAME?

4 **Enter a name for the auto-dial number. To enter each letter, hold down the key for the letter as shown in the chart below until the letter appears in the display. Up to 8 characters can be entered.**

SPACE, PAUSE ( ), - = 0	M, N, O = 6	# ( ), ?, _ = #
A, B, C = 2	P, Q, R, S = 7	
D, E, F = 3	T, U, V = 8	
G, H, I = 4	W, X, Y, Z = 9	
J, K, L = 5	* = *	

To clear a mistake, press ◀. To clear all entered letters, hold down ◀.

5 **Press ▶.**

NUMBER?

6 **Enter the number by pressing the number keys. Up to 24 digits can be entered. (Note: A space cannot be entered.)**

- To clear a mistake, press ◀. To clear all entered digits, hold down ◀.
- If a pause is needed between any of the digits to access an outside line or a special service, hold down 0 until " - " appears. Several pauses can be entered in a row.
- If you are on a PBX that requires dialing a number to dial out and are storing a number for an outside line, enter the number, hold down 0 until " - " appears to insert a pause, and then enter the phone number. (When you dial the auto-dial number, you will automatically dial out without the need to dial the number for an outside line.) Note that if you are on a Flash-type PBX, you must press the FLASH key each time you dial out using an auto-dial number (the FLASH key cannot be stored in an auto-dial number).

7 **Press ▶.**

DONE

8 **Return to Step 2 to store another number, or press ◀ repeatedly to exit.**

Dialling an auto-dial number

Note: If you are on a Flash-type PBX and are dialing out, press before performing the procedure below.

1 **Press once.**

2 **Press ▲ or ▼ until the auto-dial number that you wish to dial appears in the display.**

- To go directly to names that begin with a certain letter, hold down the number key with that letter until the letter appears in the display, and then press ▼ until the desired name appears.
- To check the number of a name in the display, press ▶.
- If you wish to dial an auto-dial number that is stored in the machine, press ▲ until BASE appears in the display, press ▶, and then press ▲ or ▼ until the desired number appears. Note that auto dial numbers in the machine that begin with an “R” (to dial out from a flash-type PBX) will not appear.

3 **Press .**

- The number is automatically dialed.

Quick Search

You can also quickly dial an auto dial number by entering the first 3 letters of the name.

1 **Enter the first 3 letters of the name of the auto dial number that you wish to dial. To enter each letter, hold down the number key with the desired letter until the letter appears in the display.**

- If you do not wish to enter all 3 letters, you can press and then enter one letter. (If a different name appears in the display, press or until the desired name appears.)

2 **The name of the auto-dial number that begins with those 3 letters appears. (If there is no name that begins with those letters, the closest name will appear.)**

- If the correct name does not appear, press or until it appears.

3 **Press .**

- The number is automatically dialed.

Editing an auto-dial number

If you need to make changes to a previously stored auto-dial number, follow these steps:

1 **Press ▼.**

Cordless handset display:

1 PHONE BK

2 **Press ▶ and then ▼.**

12 EDIT

3 **Press ▶.**

- The name of one of your stored auto-dial numbers appears.

4 **Press ▲ or ▼ until the name of the number that you wish to edit appears in the display.**

5 **Press ▶.**

6 **Edit the name.**

- Press ◀ to delete letters (hold down ◀ to delete all the letters). Press the number keys to enter new letters (see Step 4 on page 49).
- If you do not wish to change the name, go directly to Step 7.

7 **Press ▶.**

8 **Edit the number.**

- Press ◀ to delete digits (hold down ◀ to delete all digits). Press the number keys to enter new digits.
- If a pause is required between any of the digits to access a special service or an outside line, hold down 0 until " – " appears.

- If you do not wish to change the number, go directly to Step 9.

9 **Press ▶.**

DONE

10 **Press ◀ repeatedly to exit.**

Deleting an auto-dial number

If you need to delete an auto-dial number, follow these steps:

1 **Press ▼.**

Cordless handset display:

1 PHONE BK

2 **Press ▶ and then ▲.**

13 DELETE

3 **Press ▶.**

- The name of one of your stored auto-dial numbers appears.

4 **Press ▲ or ▼ until the number that you wish to delete appears in the display.**

5 **Press ▶.**

DONE

6 **Press ◀ repeatedly to exit.**

Dialling From the Incoming/Outgoing Call List (Redial)

The cordless handset keeps a list of the most recent calls that you have made and received on the cordless handset. You can view this list and automatically dial a number in the list.

- **Important:** Received calls only appear in the list if you subscribe to a Caller ID service and have activated the Caller ID function (see page 136).
- If you subscribe to a Caller ID service and have activated the Caller ID function, you can also view the Caller ID list that is kept in the machine. (This list shows the most recent 30 calls received by the machine; see page 138.)

1 **To view the incoming/outgoing call list in the cordless handset, press (do not hold down). (Note: You can also hold down until the first number in the list appears in the display.)**

To view the Caller ID list in the fax machine, hold down until "CALLS" (and then a name) appears in the display.

2 **Press or until the name that you wish to call appears.**

- If you are viewing the Caller ID list, you can press or to check the number of a name that appears in the display. To check the time of the call, press .

3 **Press . The number is automatically dialed.**

- To exit the list without calling a number, press repeatedly.

Note: If the Caller ID information consists of only the name and not the number of the caller, the call will not appear in the cordless handset display.

Deleting all calls from the incoming/outgoing list

To delete all calls from the incoming/outgoing list in the cordless handset, follow the steps below. (To erase all calls from the Caller ID list, see page 139.)

1 **Press ▼ twice.**

Cordless handset display:

2 CALLS

2 **Press ▶ once.**

21 DELETE

3 **Press ▶ to delete the calls.**

- To cancel, press ◀.

4 **Press ◀ to repeatedly to exit.**

Using the Intercom Feature

You can use the machine and cordless handset as an intercom system.

- It may not be possible to page another cordless handset or the machine when other cordless handsets or the machine are already in use.
- When using the machine's speakerphone and a cordless handset for an intercom call, do not bring the cordless handset close to the machine. This may cause feedback (a loud howling sound).

Paging the machine or another cordless handset from a cordless handset

1 **Enter the number (1 to 6) of the cordless handset that you wish to page, or press ✳ to page all cordless handsets.**
To page the machine, press 0.

Cordless handset display (example of paging the fax machine)

0

2 **Press .**

- appears in the display.
- If the number of the cordless handset or machine (0 to 6) is stored in the cordless handset's phonebook with a name, the name will appear.

3 **The paged device rings and the other person answers. (To answer on the machine, the other person presses DIGITAL SPEAKERPHONE .)**

4 **Talk with the other person. When you are ready to end the conversation, press .**

Paging a cordless handset from the machine (cordless handset locator)

You can use this procedure to page a cordless handset, or locate a handset in the event that you misplace it.

1 **Press on the machine and enter the number of the cordless handset that you wish to page. (Press to page all cordless handsets.)**
Example: 3 DEF

Machine display:

INTERCOM 3

2 **The selected cordless handset rings.**

- This allows you to locate the cordless handset if you have misplaced it.

3 **The other person presses on the cordless handset to answer.**

4 **Talk with the other person (speak facing the operation panel). When you are ready to end the conversation, press STOP or DIGITAL SPEAKERPHONE.**

If a call comes in while the Intercom feature is being used
If an outside call comes in while you are using the Intercom feature, the person who wishes to take the call should first stop the Intercom call (press on the cordless handset or press STOP or DIGITAL SPEAKERPHONE on the machine), and then answer the outside call (press on the cordless handset or press DIGITAL PEAKERPHON on the machine).

Transferring Calls

You can transfer a call to the machine or to a cordless handset.

Transferring a call from a cordless handset to the machine

Note: It is not possible to talk with the person who answers on the machine before transferring a call.

1 **During the call, press ▶ on the cordless handset (the call is put on hold).**

2 **Press 0 to select the machine.**

- To cancel the transfer and return to the initial caller, press ▶.

3 **Press to transfer the call to the machine.**

- The other person presses DIGITAL SPEAKERPHONE on the machine to answer.

- The display will return to the standby display.
- If nobody answers within 30 seconds, all cordless handsets will start ringing. If nobody answers within the next 30 seconds, the call will be disconnected.

Transferring a call from a cordless handset to another cordless handset

1 **During the call, press ▶ on the cordless handset (the call is put on hold).**

2 **Enter the number of the handset, or press * to page all cordless handsets (this does not include the machine).**

- To cancel the transfer and return to the initial caller, press ▶.

3 **Press ✆.**

- You can speak to the person who answers on the cordless phone. When finished, press ✆ to complete the transfer.
- To complete the transfer without speaking to the person who answers, press ✆.
- If nobody answers, press ▶ to return to the initial caller.

Transferring a call from the machine to a cordless handset

Note: A call can only be transferred once.

1 **During the call, press (T) on the machine.**

Machine display:

```
29-MAY 12:00
PRESS HANDSET #
```

- The numbers of cordless handsets will appear.

```
29-MAY 12:00
1  2  3  4  5  6  *
```

2 **Enter the number of the cordless handset to which you wish to transfer the call. (Press (*) to page all cordless handsets.)**

Example: (3 DEF)

Machine display:

```
CALL TRANSFER
3
```

3 **The selected cordless handset rings and the other person answers.**

Press (DIGITAL SPEAKERPHONE) to complete the transfer.

- If nobody answers, press (T) or (STOP) to return to the initial caller.

Adjusting the Ringing Melody and Volume

You can select one of six ringing melodies for the cordless handset, as well as adjust the ringer volume or turn it off.

Selecting a ringing melody

1 **Press ▼ 3 times.**

Cordless handset display:

3 RING

2 **Press ▶ once.**

31 MELODY

3 **Press ▶ once.**

1

4 **Enter the number (from 1 to 6) of the desired melody (or press ▲ or ▼ until the desired number appears and press ▶).**

- The selected melody will sound. To select a different melody, repeat steps 3 and 4.

DONE

5 **Press ◀ repeatedly to exit.**

Adjusting the ringer volume

1 **Press ▼ 3 times.**

Cordless handset display:

3 RING

2	**Press ▶ once and then ▼ once.**	32 VOLUME
3	**Press ▶ once.**	3
4	**Press ▲ or ▼ to select a volume level from 1 to 4 and then press ▶. (You can also simply enter the number of the desired volume level.)**	DONE
5	**Press ◀ repeatedly to exit.**	

Turning off the cordless handset ringer

If you do not wish the cordless handset to ring when a call is received, follow these steps to turn the ringer off. When this is done, will appear in the display. This will also turn off the beep that is sounded each time a key is pressed on the cordless phone.

1	**Press ▼ 3 times.**	Cordless handset display: 3 RING
2	**Press ▶ once and then ▼ twice.**	33 SILENT
3	**Press ▶ once.**	OFF
4	**Press ▲ or ▼ to select ON or OFF and then press ▶.**	DONE
5	**Press ◀ repeatedly to exit.**	

Turning beep sounds on and off

A beep normally sounds when you press a key on the cordless handset. To turn the beep sounds on or off, follow these steps.

1	**Press ▼ 3 times.**	Cordless handset display: 3 RING
2	**Press ▶ once and then ▲ once.**	34 BEEPS
3	**Press ▶ once.**	ON
4	**Press ▲ or ▼ to select ON or OFF and then press ▶.**	DONE
5	**Press ◀ repeatedly to exit.**	

Other Features

Call time

To check the duration of your most recent call, follow these steps:

1	**Press ▼ twice.**	Cordless handset display: 2 CALLS
2	**Press ▶ once and then ▼ once.**	22 TIME

3 **Press ▶ once. The duration appears.**

4 **Press ◀ repeatedly to exit.**

End call setting

When this setting is turned on, calls can be ended by simply replacing the handset in the cradle (or charger if you have one) (there is no need to press ☎). Note that a call will end even if it has been placed on hold.

1 **Press ▲ 3 times.**

Cordless handset display:

```
4 SET
```

2 **Press ▶ once.**

```
41 END CALL
```

3 **Press ▶ once.**

4 **Press ▲ or ▼ to select ON or OFF and then press ▶.**

```
DONE
```

5 **Press ◀ repeatedly to exit.**

Turning the cordless handset power on and off

To conserve battery power, you can turn the cordless handset off. To turn off the power, hold down ☎ until the display goes blank. To turn the power on, hold down ☎ until the display turns on. The power also turns on automatically when the cordless handset is placed in the cradle (or charger if you have one).

Listening to messages from the cordless handset

When new messages have been received in the fax machine's answering system, [oo] will appear in the display. To listen to the messages from your cordless handset, follow the steps below.

1 **Press ▲ once.**

Cordless handset display:

```
6 ANSWER
```

2 **Press ▶ once.**

```
ANSWER
```

3 **Press 7PQRS to play all messages in the answering system, or 8TUV to play only new messages.**

- To repeat a message, press *.
- To skip a message, press 0.
- To delete a message, press # while the message is playing.
- To stop playback, press 9WXYZ.

4 **When finished, press ◀ repeatedly to exit.**

Registering Cordless Handsets

In order to be used, a cordless handset must first be registered in the machine. The cordless handset that came with the machine is already registered. To register an additional cordless handset, follow the steps in *Automatic registration* or *Custom registration* on the following pages.

- Use automatic registration when you are only registering the cordless handset in one base (the machine) and the system PIN number has not been changed from its initial setting (0000) (see page 67). This is the easiest method of registration and does not require entering the System PIN number.
- Use custom registration when the system PIN number has been changed to a number other than 0000. The system PIN number must be entered during registration.
- A cordless handset can be registered in up to four bases. To register the cordless handset in multiple bases, repeat the custom registration procedure using each base. To select which base the cordless handset will normally be used with, see page 70.

Automatic registration

Use automatic registration when you are only registering the cordless handset in one base (the machine) and the system PIN number has not been changed from its initial setting (0000).

On the machine

1	**Press F once and ▷A twice.**	Machine display:	DECT SETTING ▲▼
2	**Press ▷A once.**		HS ENTRY ▲▼
3	**Press ▷A once.**		HS ENTRY PRESS START KEY

4 **Press** START/MEMORY.

HS ENTRY
WAITING HS ENTRY

On the cordless handset

5 **Press ▲ repeatedly until the display at right appears.**

5 BASE

6 **On the cordless handset, press ▶ 3 times.**

The cordless handset display changes as follows each time you press ▶:

51 REGIST

↓

AUTO

↓

□□□□

7 **When registration is finished, the machine and cordless handset will show the messages at right. Note the number that is assigned to the cordless handset ("2" is shown as an example).**

Machine display:

HS 2 REGISTERED

Cordless handset display:

REGIST

↓

2

Press STOP on the machine to exit.

Programming a system PIN

The system PIN is a 4-digit ID number that is used to prevent unauthorized registration of a cordless handset in a base. When the system PIN is set to a number other than 0000 (the initial factory setting), a cordless handset must be registered using custom registration and the correct system PIN must be entered on the cordless handset during registration. Follow these steps to program a system PIN in the machine.

- ♦ To prevent other people from adding cordless handsets without your authorization, it is recommend that you change the system PIN to a number other than 0000. Note that it is also necessary to enter the system PIN in order to delete a cordless handset.

1 **On the machine, press F once and ▲ twice.**

Machine display:

```
DECT SETTING ▲▼
```

2 **Press ▲ once and ▲ once.**

```
SYSTEM PIN ▲▼
```

3 **Press ▲ once.**

```
OLD PASSWORD
ENTER 4 DIGITS
```

4 **Enter the current system PIN (4 digits).**

- The system PIN is initially set to 0000 at the factory.
- To clear a mistake, press DIGITAL SPEAKERPHONE.

5 **Press START/MEMORY.**

6 **Enter the new system PIN that you wish to program (4 digits).**

7 **Press START/MEMORY.**

8 **Enter the new system PIN once again for confirmation.**

9 **Press** START/ MEMORY.

10 **Press** STOP **to return to the date and time display.**

Custom registration

Use this procedure to register a cordless handset when the system PIN in the machine has been set to other than 0000, or when you are registering the cordless handset in multiple bases.

On the fax machine

1 **Press** F **once and** ÷ **twice.**

Machine display: DECT SETTING

2 **Press** ▷A **once.**

HS ENTRY

3 **Press** ▷A **once.**

HS ENTRY
PRESS START KEY

4 **Press** START/ MEMORY.

HS ENTRY
WAITING HS ENTRY

On the cordless handset

5 **Press repeatedly** ▲ **until the display at right appears.**

Cordless handset display:

5 BASE

6 **Press ▶ once.**

51 REGIST

7 **Press ▶ once and ▼ once.**

CUSTOM

8 **Press ▶ once and then press ▲ or ▼ to select the number (1 to 4) that you would like to assign to the machine (this number is used to identify the machine when the cordless handset is registered in multiple bases). Press ▶ to enter the number.**

CODE ?

9 **Enter the 4-digit system PIN number that is programmed in the machine.**

10 **Press ▶.**

REGIST

↓

1 2 3 4 5 6

11 **Enter the number that you would like to assign to the cordless handset.**

12 **When registration is finished, the machine and cordless handset will show the messages at right (the handset number "2" is shown as an example).**

Machine display:

HS ENTRY
HS 2 REGISTERED

Cordless handset display:

REGIST

↓

2

Press STOP on the machine to exit.

Giving priority to a base

When a cordless handset is registered in multiple bases, use the following setting to select which base the cordless handset will normally be used with.

- The initial setting is NONE. When NONE is selected (or when the selected base is not powered on), the cordless handset will be used with the first base that is powered on.

1 **On the cordless handset, press ▲ repeatedly until the display at right appears.**

Cordless handset display:

```
5 BASE
```

2 **Press ▶ once and ▼ once.**

```
52 PRIOR
```

3 **Press ▶ once.**

- NONE or the number of the currently selected base appears in the display.

4 **Enter the number (1 to 4) of the base to be given priority. (The number is the number that was assigned to the base during custom registration of the cordless handset.)**

To select NONE, press 5 JKL.

(Entering a number that has not been assigned will have no effect.)

5 **Press repeatedly ◀ to exit.**

Cordless handset display language

Use this setting to select the language used in the cordless handset display.

♦ This setting is selected on the machine.

1 **On the fax machine, press (F) once and (+) twice.**

Machine display: DECT SETTING ▲▼

2 **Press (▷A) once and (−) twice.**

HS LANGUAGE ▲▼

3 **Press (▷A) once.**

4 **Press (+) or (−) until the desired language appears in the display.**

5 **Press START/MEMORY.**

6 **Press (STOP) to return to the date and time display.**

Deleting a cordless handset

Follow these steps if you need to delete a cordless handset (cancel the registration in the machine).

1 **On the machine, press F once and + twice.**

Machine display:

```
DECT SETTING
```

2 **Press ▷A once and − once.**

```
HS DELETE
```

3 **Press ▷A once.**

```
HS DELETE
PRESS HANDSET #
```

4 **Enter the number of the cordless handset that you wish to delete.**

5 **Press START/MEMORY.**

```
PASSWORD
ENTER 4 DIGITS
```

6 **Enter the 4-digit system PIN number that is programmed in the machine.**

- If the system PIN was not changed from the initial factory setting, enter "0000".
- If you have forgotten the system PIN, it will not be possible to delete the cordless handset.

7 **Press START/MEMORY.**

8 **Press STOP to return to the date and time display.**

3. SMS Text Messaging

Your fax machine can be used to send and receive SMS (Short Message Service) text messages.

Requirements:

To use this feature, you must:

- Subscribe to British Telecom SMS service. The telephone number of the British Telecom SMS Center has been preset in the machine. To subscribe, simply send an SMS message and you will be automatically registered for SMS service. For further information regarding the BT SMS service, please refer to the BT website at **www.bt.com/text**.

  Note: Registration for SMS service is free of charge.

  Note: As the British Telecom service requires recognition of your telephone number to provide the SMS service, 1470 (release number withheld) is automatically dialled before the number programmed into the Center Outbox. You can still withhold your number for normal telephone or fax calls.

- Have Caller ID service activated on your telephone line.

Important:
This machine is designed for use with British Telecom SMS service and may not operate correctly with other services. As of the printing of this manual, this machine is not capable of sending or receiving e-mail over the Internet.

Note: SMS Messaging cannot be used from within a PBX.

Printing the SMS Quick Reference Sheet

For a quick reference to the SMS functions, press and

to print the SMS Quick Reference Sheet.

Sending an SMS Message

This section explains how to write and send an SMS message. A maximum of 160 characters can be entered in one message.

- When sending a message, you can manually enter the full phone number of the recipient, or select the number from your list of auto-dial numbers.

Sending an SMS message (entering the number manually)

1 **Press** ✉ **once and** ▽ **twice.**

Display:

```
WRITE MESSAGE
```

- **Note:** If you have an unread received message, the message will appear when you press ✉. Read the message first (see page 79) and then perform this procedure.

2 **Press** ▷A**.**

```
ENTER #
MANUAL DIAL
```

3 **Press** ▷A**.**

```
ENTER #
```

4 **Enter the number of the recipient. Up to 20 digits can be entered. (Note that a space cannot be entered.)**
Important: The number must include the area code.

- To clear a mistake, press DIGITAL SPEAKERPHONE.
- If a pause is required between any of the digits, press F. The pause appears as a hyphen. Several pauses can be entered in a row.

5 **Press** START/MEMORY.

6 **Enter the message by pressing number keys for each letter as shown in the following chart.**

Example:

I WILL COME. = 444 1 9 444 555 555 1 222 666 6 33 (#)

SPACE = (1)
A = (2 ABC)
B = (2 ABC) (2 ABC)
C = (2 ABC) (2 ABC) (2 ABC)
D = (3 DEF)
E = (3 DEF) (3 DEF)
F = (3 DEF) (3 DEF) (3 DEF)

G = (4 GHI)
H = (4 GHI) (4 GHI)
I = (4 GHI) (4 GHI) (4 GHI)
J = (5 JKL)
K = (5 JKL) (5 JKL)
L = (5 JKL) (5 JKL) (5 JKL)
M = (6 MNO)

N = (6 MNO) (6 MNO)
O = (6 MNO) (6 MNO) (6 MNO)
P = (7 PQRS)
Q = (7 PQRS) (7 PQRS)
R = (7 PQRS) (7 PQRS) (7 PQRS)
S = (7 PQRS) (7 PQRS) (7 PQRS) (7 PQRS)
T = (8 TUV)

U = (8 TUV) (8 TUV)
V = (8 TUV) (8 TUV) (8 TUV)
W = (9 WXYZ)
X = (9 WXYZ) (9 WXYZ)
Y = (9 WXYZ) (9 WXYZ) (9 WXYZ)
Z = (9 WXYZ) (9 WXYZ) (9 WXYZ) (9 WXYZ)

- To enter two letters in succession that require the same key, press after entering the first letter.
- You can move the cursor with the arrow keys (up, down, left, and right).

  Note that if you press when the cursor is at the very first character of the message, you will return to Step 4.

- To clear a mistake, press (DIGITAL SPEAKERPHONE). You can also move the cursor to a mistake and then enter the correct character. The new character will replace the mistake. If you wish to insert a character between characters, press (F) first and then enter the character you wish to insert.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- To enter one of the following symbols, press (#) or (✳) repeatedly:
  . / ! " # $ % & ' ( ) ✳ + , - : ; < = > ? @ [¥] ^ _ { | } € £
- When you have finished entering your message, you can check it by pressing POLL (COPY/HELP) to print it out.

7 **When you are ready to send the message, press START/MEMORY. The fax machine will automatically call your SMS center and send the message.**

- After the message is sent, it is placed in the outbox. If the message was not sent successfully, the fax machine will make 3 attempts at 5-minute intervals to resend the message (see page 118), and an exclamation mark (!) will appear with the message when you view it in the outbox (see page 81). No exclamation mark will appear if the message was sent successfully.

Sending an SMS message using an auto-dial number

If the number of the recipient has been stored as an auto-dial number, you can use the auto-dial number to send an SMS message.

♦ The procedure for storing auto-dial numbers is explained on page 111.

1 **Press ✉ once and ▽ twice.** Display: WRITE MESSAGE ▲▼

- **Note:** If you have an unread received message, the message will appear when you press ✉. Read the message first (see page 79) and then perform this procedure.

2 **Press ▷A once and ▽ once.** ENTER # AUTO DIAL ▲▼

3 **Press ▷A.** Your first auto-dial number appears here → ENTER # AAA ▶

4 **Press ▷A (or Z◁) until the desired recipient appears in the display (if no name was stored, the number will appear).**
Important: The stored number must include the area code.

5 **Press** START/MEMORY.

6 **Enter the message by pressing number keys for each letter as shown in the following chart.**

Example:

I WILL COME. = 444 1 9 444 555 ▷A 555 1 222 666 ▷A 6 33 #

SPACE = 1	**G =** 4 GHI	**N =** 6 MNO	**U =** 8 TUV
A = 2 ABC	**H =** 4 GHI 4 GHI	**O =** 6 MNO 6 MNO	**V =** 8 TUV 8 TUV
B = 2 ABC 2 ABC	**I =** 4 GHI 4 GHI 4 GHI	**P =** 7 PQRS	**W =** 9 WXYZ
C = 2 ABC 2 ABC 2 ABC	**J =** 5 JKL	**Q =** 7 PQRS 7 PQRS	**X =** 9 WXYZ 9 WXYZ
D = 3 DEF	**K =** 5 JKL 5 JKL	**R =** 7 PQRS 7 PQRS 7 PQRS	**Y =** 9 WXYZ 9 WXYZ 9 WXYZ
E = 3 DEF 3 DEF	**L =** 5 JKL 5 JKL 5 JKL	**S =** 7 PQRS 7 PQRS 7 PQRS 7 PQRS	**Z =** 9 WXYZ 9 WXYZ 9 WXYZ 9 WXYZ
F = 3 DEF 3 DEF 3 DEF	**M =** 6 MNO	**T =** 8 TUV	

- To enter two letters in succession that require the same key, press ▷A after entering the first letter.
- You can move the cursor with the arrow keys (up, down, left, and right).

  Note that if you press Z◁ when the cursor is at the very first character of the message, you will return to Step 4.

- To clear a mistake, press DIGITAL SPEAKERPHONE. You can also move the cursor to a mistake and then enter the correct character. The new character will replace the mistake. If you wish to insert a character between characters, press F first and then enter the character you wish to insert.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- To enter one of the following symbols, press # or * repeatedly:

  . / ! " # $ % &' ( ) * + , - : ; < = > ? @ [¥] ^ _ { | } € £

♦ When you have finished entering your message, you can check it by pressing POLL COPY/HELP to print it out.

7 When you are ready to send the message, press START/MEMORY. The fax machine will automatically call your SMS center and send the message.

- After the message is sent, it is placed in the outbox. If the message was not sent successfully, the fax machine will make 3 attempts at 5-minute intervals to resend the message (see page 118), and an exclamation mark (!) will appear with the message when you view it in the outbox (see page 81). No exclamation mark will appear if the message was sent successfully.

If a message is cancelled before being sent...
If a message is cancelled due to interruption by fax reception or because you pressed STOP before sending it, the text that was entered prior to cancellation will appear again the next time you write a message.

Receiving SMS Messages

Each time you receive an SMS message, your SMS center will call the fax machine and send the message. The envelope in the display appears while the message is being received.

Viewing unread messages

When you have unread messages, you can go directly to the most recent unread message by pressing (✉) once. To read the message, press ▷A.

(Note that when there are no unread messages, pressing (✉) once displays the SMS menu.)

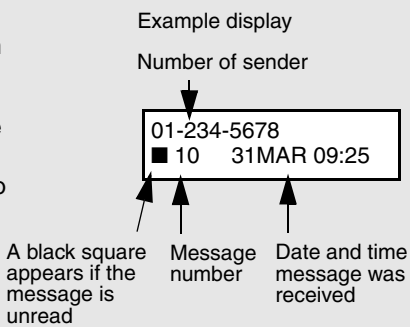
- For more information on viewing messages in the inbox, see the following procedure.

Viewing messages in the inbox

Follow the steps below to view messages in the inbox.

1 **Press (✉). Your most recently received unread message appears in the display.**

- If you have no unread messages, the display will show INBOX. Press ▷A to show your most recently received message.



2 **Press + or − until the message you wish to read appears in the display.**

- You can press ✉ and then START/MEMORY to delete a message when it appears in the display, or press POLL COPY/HELP to print the message.

3 **To read the message, press ▷A. The text of the message appears in the display.**

- Press + or − as needed to scroll through the message.

4 **When you have finished reading the message, you can do any of the following:**

- **Reply:** To reply to the sender, press ▷A twice. The number of the sender appears in the display. Continue from Step 5 on page 74.
- **Delete:** To delete the message, press ✉ and then START/MEMORY.
- **Print:** To print the message, press POLL COPY/HELP.
- **Read other messages:** To return to the message list, press Z◁.
- **Exit:** To return to the date and time display, press STOP.

Note: If a received message uses fonts or image formats not supported by the fax machine, those characters or images will appear as blanks.

If the inbox is full...

The inbox can hold a maximum of 10 messages. When the inbox is full, an exclamation mark will appear in the date and time display.

"!" appears when the inbox is full.

When you press ✉, the following message briefly appears:

While the inbox is full, you will not be able to receive any new messages. Delete one or more messages as explained in the preceding procedure, or delete all messages as explained on page 83.

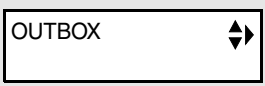
Viewing the Outbox

You can view the most recent 10 messages that you have sent in the outbox.

- If a message appears in the outbox with an exclamation mark (!), it was not sent successfully and will need to be resent.

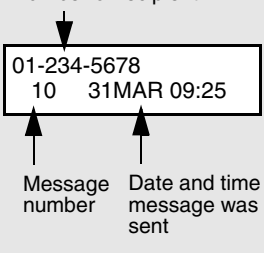
1 **Press ✉ once and ▽ once.**

Display:



2 **Press ▷A. Your most recently sent message appears in the display.**

Example display



3 **Press + or − to scroll through your sent messages.**

- If an exclamation mark (!) appears with a message, the message was not sent successfully. If you press ✉, UNSENT appears followed by E0 or FE. E0 indicates that there was no Caller ID service. FE indicates that an error occurred during transmission. The fax machine will make 3 attempts at 5-minute intervals to resend the message.
- You can press # and then START/MEMORY to delete a message when it appears in the display, or press POLL COPY/HELP to print the message.

4 **If you wish to read or resend a message that appears in the display, press ▷A. The text of the message appears.**

- Press + or − as needed to scroll through the message.

5 **When you have finished reading the message, you can do any of the following:**

- **Edit/resend:** To resend (and edit if needed) the message, press ▷A twice. The number of the recipient appears in the display. Continue from Step 5 on page 74.
- **Delete:** To delete the message, press # and then START/MEMORY.
- **Print:** To print the message, press POLL COPY/HELP.
- **Read other messages:** To return to the message list, press Z◁.
- **Exit:** To return to the date and time display, press STOP.

Printing or Deleting all Messages

Printing all messages

Follow these steps to print all messages in the inbox or outbox.

1 **Press** ✉ **once and** ▲ **3 times.** Display: ALL PRINT ▲▼

2 **Press** ▷A. 1:INBOX 2:OUTBOX

3 **Press** 1 **to print all messages in the inbox, or** 2ABC **to print all messages in the outbox.** ALL PRINT OK ?

4 **Press** START/MEMORY.

Deleting all messages

Follow these steps to delete all messages from the inbox or outbox.

1 **Press** ✉ **once and** ▲ **twice.** Display: ALL DELETE ▲▼

2 **Press** ▷A. 1:INBOX 2:OUTBOX

3 **Press** 1 **to delete all messages from the inbox, or** 2ABC **to delete all messages from the outbox.** ALL DELETE OK ?

4 **Press** START/MEMORY.

SMS Settings

The following settings have been preset at the factory to allow you to use British Telecom SMS service. Normally the settings do not need to be changed.

SMS Receive function

The SMS Receive function allows you to receive SMS messages. This function is initially turned on. If you wish to refuse reception of all SMS messages, you can turn this function off. (Note: Turning off this setting only turns off SMS message reception. SMS message transmission is still possible.)

1 **Press** **once and** **once.**

Display:

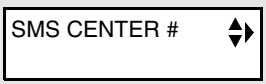
2 **Press** **once and** **once.**

3 **Press** **.**

4 **Press** **to select ON.**

(To turn off the function, press **.)**

The display briefly shows your selection, then:



5 **Press** **to return to the date and time display.**

SMS center numbers

The numbers for the British Telecom SMS center have been pre-stored in your fax machine. Normally these numbers do not need to be changed. In the event that a change is necessary, use the following procedure. Two numbers must be entered:

- **Outgoing number:** This number is used to send SMS messages. Your fax machine automatically dials this number when sending an SMS message.
- **Incoming number**: This number is used to receive SMS messages. When your SMS center calls your fax machine to send an SMS message, your fax machine checks the caller's number (transmitted to your fax machine by Caller ID) against this stored number. This allows your fax machine to verify that the SMS center is sending a message.

1 **Press (✉) and (+) once.** Display: SMS SETTING ▲▼

2 **Press (▷A).** SMS CENTER # ▲▼

3 **Press (▷A).** SMS CENTER # 1=OUT,2=IN

4 **Press (1) to enter the outgoing number, or (2 ABC) to enter the incoming number.**

5 **Enter the number (maximum of 32 digits).**

- To clear a mistake, press (DIGITAL SPEAKERPHONE).
- To enter a pause between any of the digits, press (F). The pause appears as a hyphen.

6 **Press (START/MEMORY).** SMS RECEIVE ▲▼

7 **Press (STOP) to exit.**

4. Using the Answering Machine

The built-in answering machine allows you to receive both voice messages and faxes while you are out.

- To use the answering machine, you will first need to record an outgoing message. When you go out, turn on the answering machine by setting the reception mode to A.M.

Recording an Outgoing Message

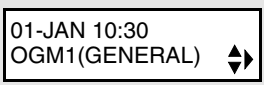
The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record a message.

Example:
"Hello. You've reached _____ . No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

Note: Make sure that no other cordless handsets are in use when recording the message (the conversation on the cordless handset may also be recorded).

1 **Press ●REC/MEMO once and ▽ once.**

Display:



2 **Press ▷A once.**

3 **Pick up the cordless handset and press .**

4 **Speak into the cordless handset to record a message.**

- The outgoing message can be up to 60 seconds long. While recording, the display will show the time left to record.

5 **When finished, press on the cordless handset or STOP on the machine.**

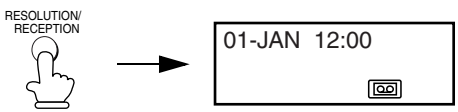
To listen to the outgoing message

To listen to the outgoing message, follow Steps 1 and 2 of the above procedure and then press ▶PLAY/HOLD. Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

Operating the Answering Machine

Activating the answering machine

To turn on the answering machine so that callers can leave messages, press RESOLUTION/ RECEPTION until appears in the display.



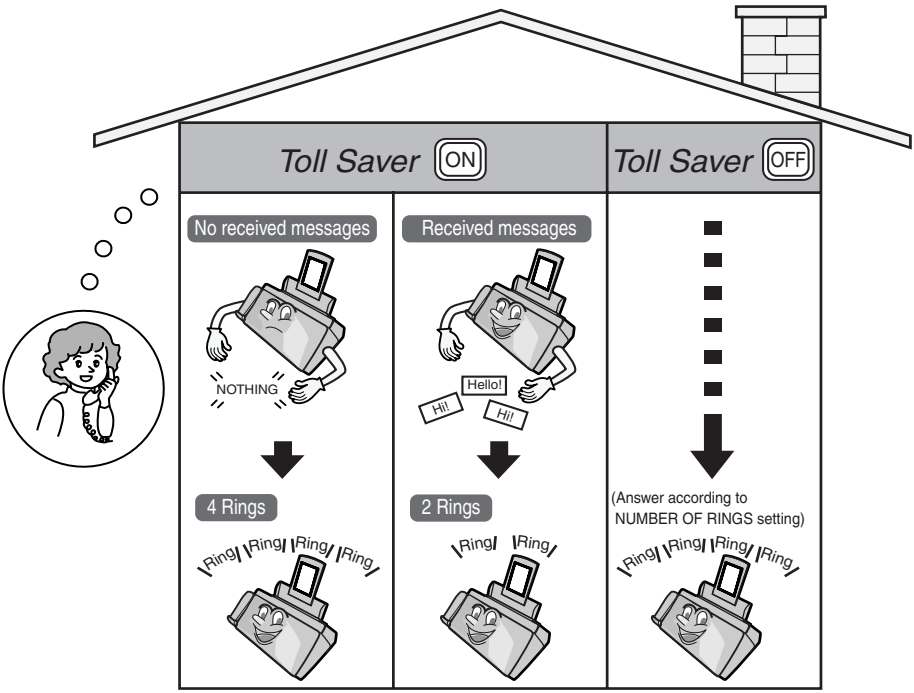
♦ It will not be possible to set the reception mode to A.M. if an outgoing message has not been recorded.

Note: In A.M. mode, the machine will automatically switch to fax reception if it detects six seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Number of rings in A.M. mode (Toll Saver function)

The number of rings on which the machine answers incoming calls in A.M. mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

♦ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 98.

To adjust the NUMBER OF RINGS setting, see page 127.

Listening to received messages

If you have received messages, the display will show the number of messages received. Follow the steps below to listen to your messages.

1 Press ▶PLAY/HOLD **.**

- If you only want to listen to new messages (messages not previously listened to), continue to hold ▶PLAY/HOLD down for at least two seconds.

2 The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- **Repeat:** To listen to a message a second time, press ✳ ⏮ REPEAT before playback of that message ends. To move back to the previous message, press ✳ ⏮ REPEAT within 3 seconds of the beginning of the current message.
- **Skip:** To skip forward to the next message, press 0 ⏭ SKIP .

Note: Playback will stop if you receive a call, lift the handset, or press STOP.

♦ You can print out a list of your received messages that shows the date and time that each was received. See page 144.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

- **Erasing all messages:** To erase all messages, press F, # DELETE, and then START/MEMORY.
- **Erasing a single message:** To erase a single message, press # DELETE while the message is being played.

Recording memos

You can record memos for yourself and other users of the machine. These will be played back together with incoming messages when ▶PLAY/HOLD is pressed.

Note: Make sure that no other cordless handsets are in use when recording the memo (the conversation on the cordless handset may also be recorded).

1 **Press ●REC/MEMO once and ▷A once.**

2 **Pick up the cordless handset, press , and speak into the cordless handset to record your memo.**

3 **When you have finished speaking, press on the cordless handset or STOP on the machine.**

Optional Answering Machine Settings

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 **Press (F) once and ▽ once.** Display: A.M. SETTING ▲▼

2 **Press ▷A once and ▽ once.** RECORDING TIME ▲▼

3 **Press ▷A.** RECORDING TIME 1=15 SECONDS

4 **Press a number from 1 to 4 to select the desired ICM recording time.**

(1) 15 seconds
(2 ABC) 30 seconds
(3 DEF) 60 seconds
(4 GHI) 4 minutes

The display briefly shows your selection, then: REMOTE CODE ▲▼

5 **Press (STOP) to return to the date and time display.**

FAX mode on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- YES (switch to FAX mode): The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 97).

- NO (do not switch to FAX mode): The machine will answer after 19 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 97).

The initial setting is NO. If you want to change the setting to YES, press the panel keys as follows:

1	**Press (F) once and ▽/− once.**	Display:	A.M. SETTING ▲▼
2	**Press ▷/A once and +/△ twice.**		ON A.M.FAILURE ▲▼
3	**Press ▷/A.**		ON A.M.FAILURE 1=YES, 2=NO
4	**Press (1) to select YES (switch to FAX mode), or (2 ABC) to select NO.**	The display briefly shows your selection, then:	OGM ONLY MODE ▲▼
5	**Press (STOP) to return to the date and time display.**		

OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message. (The machine will still receive faxes sent by automatic dialling.)

1	**Press (F) once and ▽/− once.**	Display:	A.M. SETTING ▲▼
2	**Press ▷/A once and +/△ once.**		OGM ONLY MODE ▲▼

3 **Press** ▷|A **.**

OGM ONLY MODE
1=YES, 2=NO

4 **Press** 1 **to turn on OGM only mode,**

or 2 ABC **to turn it off.**

The display briefly shows your selection, then:

TOLL SAVER ▲▼

5 **Press** STOP **to return to the date and time display.**

Transfer Function

The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.

Programming the transfer number

To use the Transfer function, you must first program the number to call (the transfer number).

1 **Press** F **once and** ▽ **once.**

Display:

A.M. SETTING ▲▼

2 **Press** ▷|A **once and** ▽ **3 times.**

TRANSFER TEL # ▲▼

3 **Press** ▷|A **.**

ENTER TEL #

4 **Press the number keys to enter the transfer number.**

- To insert a pause between any two digits of the number, press (F).

5 **Press (START/MEMORY).**

TRANSFER FUNC

6 **Press (STOP) to return to the date and time display.**

Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps below. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

Note: Make sure that no other cordless handsets are in use when recording the message (the conversation on the cordless handset may also be recorded).

1 **Press (●REC/MEMO) once and (▽) twice.**

Display:

01-JAN 10:30
OGM2 (TRANSFER)

2 **Press (▷A) once.**

3 **Pick up the cordless handset and press (☎).**

4 **Speak into the cordless handset to record the message.**

- The transfer message can be up to 15 seconds long. While recording, the display will show the time left to record.

5 **When finished, press on the cordless handset or STOP on the machine.**

Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press ▶PLAY/HOLD to check the message, or # DELETE to erase the message.

Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:

1 **Press F once and ▽ − once.** Display: A.M. SETTING ▲▼

2 **Press ▷A once and + △ 3 times.** TRANSFER FUNC ▲▼

3 **Press ▷A once.**

TRANSFER FUNC
1=YES, 2=NO

4 **Press 1 to turn on the Transfer function.**
(Press 2 ABC to turn the function off.)

The display briefly shows your selection, then:

ON A.M.FAILURE ▲▼

5 **Press STOP to return to the date and time display.**

6 **Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter (#), your remote code number (see page 97), and (#). The machine will play back your messages.**

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 97).

Note: When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter (✳) twice before hanging up (if you want to hang up during message playback, first enter (0) and (#) to stop playback, then enter (✳) twice).

Remote Operations

When you are out, you can call the machine from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

To access the machine to perform remote operations, you must first enter your remote code number. The remote code number has been set to "001" at the factory. If you wish to use a different number, follow these steps:

1 **Press (F) once and ▽ once.** Display: A.M. SETTING ▲▼

2 **Press ▷A once and ▽ twice.** REMOTE CODE ▲▼

3 **Press ▷A.** REMOTE CODE= SELECT 3 DIGITS

4 **Press the number keys to enter a 3-digit remote code number.**

5 **Press START/MEMORY to store the remote number, and then STOP to return to the date and time display.**

Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after two rings, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 127).

1 **Press (F) once and ▽ once.**

Display:

A.M. SETTING ▲▼

2 **Press ▷A once.**

TOLL SAVER ▲▼

3 **Press ▷A once.**

TOLL SAVER
1=YES, 2=NO

4 **Press (1) to turn on the Toll Saver function, or (2 ABC) to turn it off.**

The display briefly shows your selection, then:

RECORDING TIME ▲▼

5 **Press (STOP) to return to the date and time display.**

Retrieving your messages

1 **Call the machine from a tone dial telephone. When your outgoing message begins, press (#) on the telephone.**

- You will hear a short beep, and the outgoing message will stop.

2 **Enter your remote code number and then press (#).**

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, *Other remote operations*.

3 **While the messages are playing, you can do any of the following:**

- **Repeat:** To listen to a message a second time, press (2) and (#) on the telephone before that message ends. To move back to the previous message, press (2) and (#) during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press (5) and (#) on the telephone.
- **Stop:** To stop playback, press (0) and (#) on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.

- **Play new messages:** To listen to only your new messages, first stop playback by pressing (0) and (#), and then press (6) and (#).
- **Erase a message:** To erase the message you are currently listening to, press (3) and (#) before it ends.

---

4 **When you have finished listening to your messages, you can do any of the following:**

- **Erase all messages:** Press (3), (3), and (#).
- **Repeat playback:** Press (7) and (#).
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press (✳) twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press (✳) twice).

Note: You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press (#) immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

Comments:

- When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorized people from attempting to guess your remote code number.)

Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

Note: The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing (0) and (#), and then enter the command.

Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

- **A.M. mode:** (8), (1), and (#).
- **FAX mode:** (8), (2), and (#).
- **TEL mode:** (8), (3), and (#).
  Caution: If you select TEL mode, you will not be able to change the reception mode again.
- **TEL/FAX mode:** (8), (4), and (#).

Recording a new outgoing message

1 **Press (4) and (✳) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

To turn Transfer on: Press (9), (1), and (#) on the telephone.

To turn Transfer off: Press (9), (2), and (#) on the telephone.

Changing the transfer telephone number

1 **Press (9), (0), and (#) on the telephone.**

2 **After you hear a short beep, enter the new telephone number. When finished, press (#).**

- To insert a pause between any two digits of the number, press (✳).

Recording a new transfer message

1 **Press (9), (3), and (#) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be played back when incoming messages are listened to.

1 **Press (✳) and (#) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the memo.**

3 **When you are finished, press (0) and (#) on the telephone.**

- If the machine detects silence, it will stop recording automatically.

OGM only mode

To turn on OGM only mode: Press (1), (1), and (#) on the telephone.
(Your outgoing message will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received.)

To turn off OGM only mode: Press (1), (2), and (#) on the telephone.

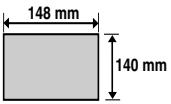
5. Sending Faxes

Transmittable Documents

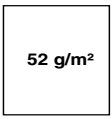
Size and weight

Minimum document size:

Minimum size



Minimum weight



Maximum document size:

The maximum size and weight of documents that you can load in the document feeder depend on how many sheets you load.

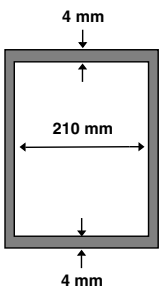
10 sheets at once:

Size: A4
(210 x 297 mm)
Weight: 80 g/m^2

1 sheet at a time (manual feeding):

Size: 210 x 600 mm
Weight: 157 g/m^2

Letters or graphics within 4 mm of the top and bottom edges of a document will not be scanned.



Letters in the shaded area will not be scanned.

Other restrictions

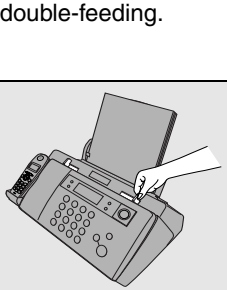
- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 A4-size sheets can be placed in the feeder at once. The sheets will automatically feed into the machine starting from the bottom sheet.

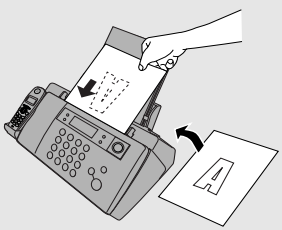
- ♦ If you need to send or copy more than the maximum number of sheets, place the additional sheets gently and carefully in the feeder just before the last sheet is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick sheets which must be loaded one at a time, insert each sheet into the feeder as the previous sheet is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

- READY TO SEND will appear in the display.



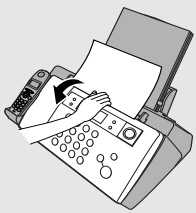
3 **Adjust the resolution and/or contrast settings as explained on page 107, then dial the receiving machine as explained on page 110.**

Removing a document from the feeder

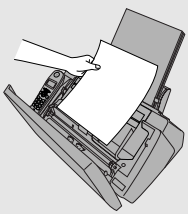
If you need to remove a document from the feeder, open the operation panel.

Important!
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

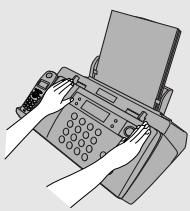
1 **Open the operation panel.**



2 **Remove the document.**



3 **Close the operation panel, pressing down firmly on both front corners to make sure it clicks into place.**



Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

- The default resolution setting is STANDARD and the default contrast setting is AUTO.
- You must adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

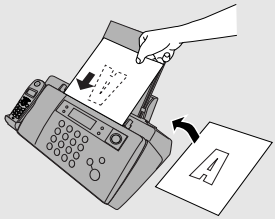
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 **Load the document(s).**

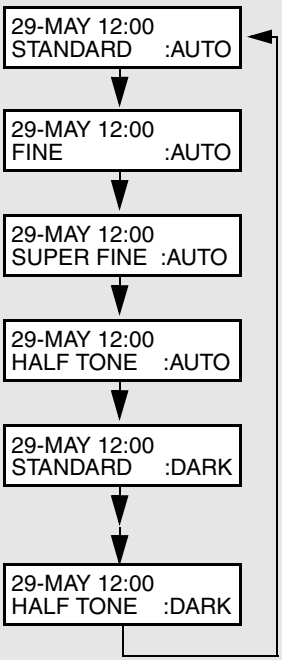
- The document must be loaded before the resolution and contrast can be adjusted.



2 **Press RESOLUTION/RECEPTION one or more times until the desired resolution and contrast settings appear in the display.**

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Changing the default resolution

If desired, you can change the default resolution for faxing documents to FINE. Follow the steps below.

1 **Press (F) once and ▽ 4 times.**

Display:

OPTION SETTING ▲▼

2 **Press ▷A once.**

FINE PRIORITY ▲▼

3 **Press ▷A once.**

FINE PRIORITY
1=YES, 2=NO

4 **Press (1) to set the default resolution to FINE, or (2 ABC) to set it to STANDARD.**

The display briefly shows your selection, then:

NUMBER OF RING ▲▼

5 **Press (STOP) to return to the date and time display.**

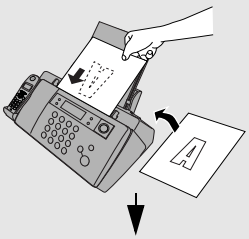
Sending a Fax by Normal Dialling

With Normal Dialling, you press DIGITAL PEAKERPHON and dial by pressing the number keys.

- If a person answers, you can talk with them through the speakerphone before sending the fax.
- Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

- If desired, press RESOLUTION/ RECEPTION to set the resolution and/or contrast.



2 Press DIGITAL SPEAKERPHONE. Listen for the dial tone.

3 Dial the number of the receiving machine by pressing the number keys.

- If you are on a Flash-type PBX and are dialing out, press R, wait for the connection to the outside line, and then dial the number.

Note: If a loud, howling sound occurs when you use the speakerphone, turn down the speaker volume (press ▽ – while the speakerphone is on).

4 **Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.**

- If the other person answers, ask them to press their Start key (speak facing the operation panel at a distance of about 50 cm to 1m). This causes the receiving machine to issue a fax tone.

5 **When you hear the fax tone, press** START/MEMORY **.**

- **Important:** Remove the document as soon as it exits the machine. Otherwise, ink from received faxes and copies may soil the document.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 146).

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 170. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Sending a Fax by Automatic Dialling

You can store up to 30 fax, phone, or SMS numbers in the machine for automatic dialling.

♦ Auto-dial numbers are dialled by pressing ▷A until the desired number appears in the display, and then START/MEMORY.

Storing fax, phone, and SMS numbers for auto dialling

1 **Press** F **once and** ▷A **once.**

Display: <NEW NUMBER> ▶

2 **Press** **once.**

ENTER TEL/FAX #

3 **Enter the fax or phone number by pressing the number keys. Up to 32 digits can be entered (only 20 digits can be stored for an SMS number). (Note: A space cannot be entered.)**
Important: An SMS number must include the area code.

- To clear a mistake, press

.
- If a pause is required between any of the digits to access a special service or an outside line, press

. The pause appears as a hyphen. Several pauses can be entered in a row.
- If you are on a Flash-type PBX and are storing a number for an outside line, press

, press

to insert a pause, and then enter the fax or voice number. (When you dial the auto-dial number, you will automatically dial out without the need to press the

key.)
- If you are on a PBX that requires dialing a number to dial out and are storing a number for an outside line, enter the number to dial out, press

to insert a pause, and then enter the number of the receiving machine. (When you dial the auto-dial number, you will automatically dial out without the need to dial the number for an outside line.)

4 **Press**

.

5 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)**

Example: SHARP = 7777 44 2 777 ▷A 7

SPACE = 1	G = 4GHI	N = 6MNO	U = 8TUV
A = 2ABC	H = 4GHI 4GHI	O = 6MNO 6MNO	V = 8TUV 8TUV
B = 2ABC 2ABC	I = 4GHI 4GHI 4GHI	P = 7PQRS	W = 9WXYZ
C = 2ABC 2ABC 2ABC	J = 5JKL	Q = 7PQRS 7PQRS	X = 9WXYZ 9WXYZ
D = 3DEF	K = 5JKL 5JKL	R = 7PQRS 7PQRS 7PQRS	Y = 9WXYZ 9WXYZ 9WXYZ
E = 3DEF 3DEF	L = 5JKL 5JKL 5JKL	S = 7PQRS 7PQRS 7PQRS 7PQRS	Z = 9WXYZ 9WXYZ 9WXYZ 9WXYZ
F = 3DEF 3DEF 3DEF	M = 6MNO	T = 8TUV	

- ♦ To enter two letters in succession that require the same key, press ▷A after entering the first letter.
- ♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- ♦ To enter one of the following symbols, press # or * repeatedly:

. / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ` { | } → ← €

6 **Press START/MEMORY.**

Display: <NEW NUMBER> ▲▼

7 **Return to Step 2 to store another number, or press STOP to return to the date and time display.**

- To confirm that an auto-dial number has been stored correctly, print out the Telephone Number List as explained on page 144.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1 **Press (F) once and ▷A once.**

Display:

<NEW NUMBER> ▲▼

2 **Press + or − until the number that you wish to edit or clear appears in the display.**

3 **Press ▷A.**

The selected name (or number) appears here.

SHARP
1=EDIT, 2=CLEAR

4 **Press 1 for EDIT or 2 ABC for CLEAR.**

- If you selected CLEAR, go to Step 8.

5 **If you selected EDIT, make the desired changes to the number.**

- Press Z◁ or ▷A to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.
- If you do not wish to change the number, go directly to Step 6.

6 **Press START/MEMORY.**

7 **Make the desired changes to the name.**

- Press or to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 113). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 **Press**

.

9 **Return to Step 2 to edit or clear another number, or press**

to return to the date and time display.

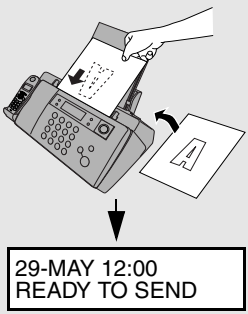
Using an auto-dial number to send a fax

Follow the steps below to use an auto-dial number to send a fax.

- To use an auto-dial number to send an SMS message, see page 76.
- To use an auto-dial number to make a phone call using the cordless handset, see page 50. To use an auto-dial number to make a phone call using the speakerphone, see page 120.

1 Load the document(s).

- If desired, press RESOLUTION/ RECEPTION to set the resolution and/or contrast.



2 Press ▷A (or Z◁) until the name of the other party appears in the display (if no name was stored, the number will appear).

3 Press START/ MEMORY. Dialling and transmission begin.

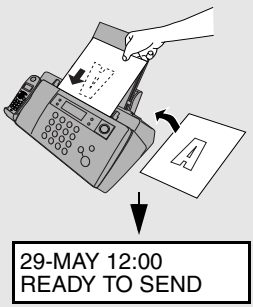
- **Important:** Remove the document as soon as it exits the machine. Otherwise, ink from received faxes and copies may soil the document.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 146).

Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press the START/MEMORY key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).

- If desired, press RESOLUTION/RECEPTION to set the resolution and/or contrast.



2 Enter the number of the receiving machine by pressing the number keys.

- If a pause is required between any of the digits to access a special service, press F. The pause will appear as a hyphen. Several pauses can be entered in a row.
- If you are on a Flash-type PBX and are dialing out, press R, press F to insert a pause, and then enter the number of the receiving machine.
- If you are on a PBX and must dial a number to dial out, enter the number, press F to insert a pause, and then enter the number of the receiving machine.

3 Check the display. If the number of the receiving machine shown is correct, press START/MEMORY.

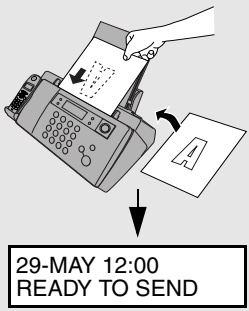
- If the number is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

You can automatically redial the last number dialled on the fax machine. Follow the steps below to send a fax using redial. (To make a phone call on the speakerphone using redial, see page 120.)

1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION to set the resolution and/or contrast.



2 **Press z once. <REDIAL> appears in the display, followed by the last number dialled. Make sure the number that appears is the number you wish to dial.**

3 **Press START/ MEMORY. Dialling begins.**

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 170. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make three redial attempts at intervals of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

- You can press (STOP) to clear the message and stop automatic redialling.
- Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before three redialling attempts are made.

Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

When there is considerable noise on the line, you may find that transmission with ECM turned on takes longer than normal. If you prefer a faster transmission time, you can try turning ECM off.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING ▲▼

2 **Press ▷A once and △ 4 times.** ECM MODE ▲▼

3 **Press ▷A once.**

ECM MODE
1=YES, 2=NO

4 **Press (1) to select YES, or (2 ABC) to select NO.**

The display briefly shows your selection, then:

ERROR BEEP ▲▼

5 **Press (STOP) to return to the date and time display.**

Using the Speakerphone to Make a Phone Call

You can use the speakerphone to make a phone call.

1 **Press** **.**

2 **Dial using one of the following methods:**

- Press the number keys.
- Press repeatedly to select an auto-dial number and then press .
- Press once to select the last number dialled (redial) and press .

3 **When the other party answers, speak facing the operation panel at a distance of about 50 cm to 1m.**

4 **When you are ready to end the call, press** **.**

Note: If a loud, howling sound occurs when you use the speakerphone, turn down the speaker volume (press while the speakerphone is on).

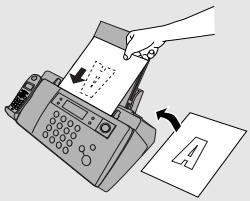
Placing a call on hold

During a call on the speakerphone, you can press to place the call on hold. To take the call off hold, press once again.

Batch Page Numbering

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the recipient to check for missing pages.

1 **Load the document(s).**



2 **Press (F) once and (+) once.** Display: PAGE COUNTER ▲▼

3 **Press (▷A) once.**

PAGE COUNTER
ENTER # (01 - 99)

4 **Enter the total number of pages ("01" to "99") by pressing the numeric keys.**

Example: 5 pages (0) (5 JKL)

5 **If desired, press RESOLUTION/RECEPTION to set the resolution and/or contrast.**

6 **Dial the receiving machine and send the fax.**

- If you need to cancel a batch number entry, remove the document from the feeder or press (STOP).
- If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if printed.

Sending a Fax From Memory

You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

Note: If a power failure occurs while sending a fax from memory, you will need to repeat the operation.

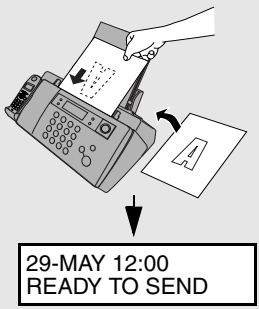
Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different destinations in just one operation.

- When sending to multiple destinations, only auto-dial numbers can be used to dial the numbers of the receiving machines.

1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION to set the resolution and/or contrast.



2 **Press START/ MEMORY.**

3 **Press ◁A or Z▷ until the name of the destination appears in the display (if no name was stored, the number will appear).**

4 **Press ▽ – to store the destination.**

5 Repeat Steps 3 and 4 for each of the other destinations to which you wish to send the fax (maximum of 20).

- To check your selected destinations, press to scroll through them. To delete a destination, scroll to the destination and then press .

6 When you are ready to begin transmission, press .

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the destinations are marked "Busy" or have a communication error code. If so, send the document to those destinations again.

Memory transmission

You can also send a fax through memory when sending to a single destination. This is convenient when sending to destinations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press , and then dial using one of the following methods:

- Press the number keys to enter the fax number and then press .
- Press repeatedly to select an auto-dial number and then press .
- Press once to select the last number dialled and then press .

If the memory becomes full...

If the memory becomes full while the document is being scanned, FAX MEMORY FULL will appear in the display.

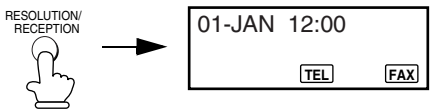
- Press START/MEMORY if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

- Press STOP if you want to cancel the entire transmission.

6. Receiving Faxes

Using TEL/FAX Mode

To select TEL/FAX mode, press RESOLUTION/ RECEPTION until both TEL and FAX appear in the display.



When the reception mode is set to TEL/FAX, the machine automatically answers all calls on one ring (the number of rings can be changed as explained on page 127). After answering, the machine monitors the line for about five seconds to see if a fax tone is being sent.

- If the machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If the machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a light ringing sound (called pseudo ringing) for 15 seconds to alert you to answer (the duration of pseudo ringing can be changed as explained on the following page). If you don't answer within this time, the machine will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING ▲▼

2 **Press ▷A once and ▽ 3 times.** PSEUDO RING ▲▼

3 **Press ▷A once.**

PSEUDO RING
1=15 SECONDS

4 **Enter a number as follows for the desired duration:**

- 1 — 15 seconds
- 2 ABC — 30 seconds
- 3 DEF — 60 seconds
- 4 GHI — 120 seconds

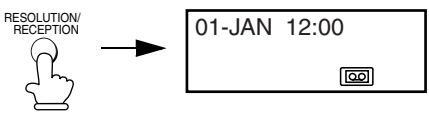
The display briefly shows your selection, then:

FLASH SELECT ▲▼

5 **Press (STOP) to return to the date and time display.**

Using A.M. Mode

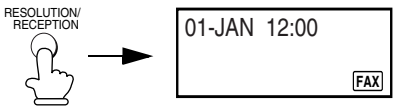
To select A.M. mode, press RESOLUTION/ RECEPTION until ⌧ appears in the display.



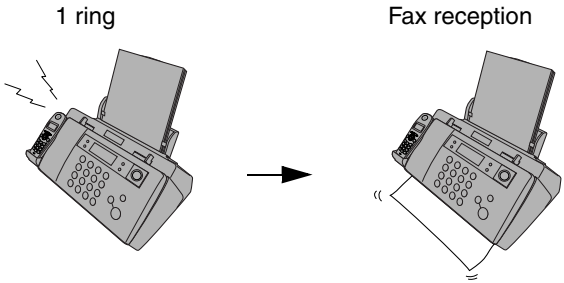
In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 4 for more details.

Using FAX Mode

To select FAX mode, press RESOLUTION/ RECEPTION until FAX appears in the display.



When the reception mode is set to FAX, the machine will automatically answer all calls on one ring (the number of rings can be changed as explained below) and receive incoming faxes.



- If you answer on the cordless handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 128.
- Make sure the operation panel is closed, or the paper may jam when received faxes are printed.

Changing the number of rings

If desired, you can change the number of rings on which the machine answers incoming calls in FAX and TEL/FAX mode. Any number from 1 to 6 can be selected.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING ▲▼

2 **Press ▷A once and ▽ once.**

NUMBER OF RING ▲▼

3 **Press ▷A once.**

NUMBER OF RING
ENTER (1-6) (1)

4 **Enter the desired number of rings (any number from 1 to 6).**

Example: 3 rings 3 DEF

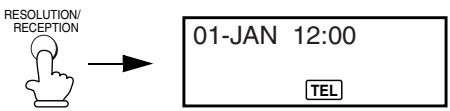
The display briefly shows your selection, then:

TRANSACTION ▲▼

5 **Press STOP to return to the date and time display.**

Using TEL Mode

To select TEL mode, press RESOLUTION/ RECEPTION until TEL appears in the display.



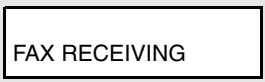
When the reception mode is set to TEL, you must answer all calls (even faxes) by pressing DIGITAL SPEAKERPHONE on the machine or by answering on the cordless handset.

Receiving faxes in TEL mode

Important: If a document is loaded in the machine's feeder, remove it before performing the steps below. (Fax reception is not possible when a document is in the feeder.)

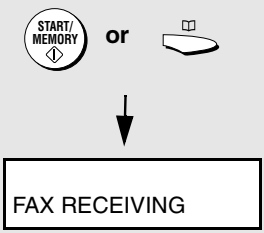
1 **When the machine and cordless handset ring, press** DIGITAL SPEAKERPHONE **on the machine or pick up the cordless handset and press to answer.**

2 **If you hear a fax tone, wait until the machine display shows FAX RECEIVING. Put the cordless handset back in the cradle if you used it.**



If FAX RECEIVING does not appear (or if you have set the Fax Signal Receive setting (page 130) to NO), press START/MEMORY on the machine or on the cordless handset to begin reception.

3 **If the other party first speaks with you and then wants to send a fax, press START/MEMORY on the machine or on the cordless handset after speaking. (Press before the sender presses their Start key.) Put the cordless handset back in the cradle if you used it.**



Note: If the Remote Fax Reception setting has been set to NO (page 130), it will not be possible to press on the cordless handset to begin fax reception. In this case, transfer the call to machine (page 57) and then press START/MEMORY on the machine.

Optional Reception Settings

Fax Signal Receive

The machine will automatically begin reception if you hear a soft fax tone after answering a call. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent the machine from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING ▲▼

2 **Press ▷A once and ▽ 5 times.** FAX SIGNAL RX ▲▼

3 **Press ▷A once.**

FAX SIGNAL RX
1=YES, 2=NO

4 **Press (1) to turn on the function, or (2 ABC) to turn it off.**

The display briefly shows your selection, then:

CALLER-ID ▲▼

5 **Press (STOP) to return to the date and time display.**

Remote Fax Reception

If you hear a fax tone after answering a call on the cordless handset, you can begin fax reception by pressing 📖 on the cordless handset. If you prefer to disable use of 📖 to begin fax reception, change the Remote Fax Reception setting to NO.

1 **On the fax machine, press F once and + twice.**

Display: DECT SETTING

2 **Press ▷A once and + twice.**

REMOTE FAX RX

3 **Press ▷A once.**

REMOTE FAX RX
1=YES, 2=NO

4 **Press 1 to select YES or 2 ABC to select NO.**

The display briefly shows your selection, then:

SYSTEM PIN

5 **Press STOP to return to the date and time display.**

Reception Ratio

The machine has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1 **Press F once and + 3 times.**

Display: PRINT SET-UP

2	**Press ▷A once.**	RECEIVE RATIO ▲▼
3	**Press ▷A once.**	RECEIVE RATIO 1=AUTO, 2=100%
4	**Press 1 to select AUTO, or 2 ABC to select 100%.**	The display briefly shows your selection, then: COPY CUT-OFF ▲▼
5	**Press STOP to return to the date and time display.**	

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the print cartridge needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY, PAPER JAMMED, OUT OF INK, or PRINTER ERROR / CHECK PAPER.

When you add paper (and press START/MEMORY), or clear the jam, or replace the print cartridge, the stored documents will automatically print out.

- If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

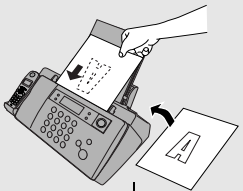
- When documents are stored in memory, do not turn the power off. This will erase all of the contents.

7. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 **Load the document(s) face down. (Maximum of 10 sheets.)**

- If desired, press RESOLUTION/RECEPTION to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)

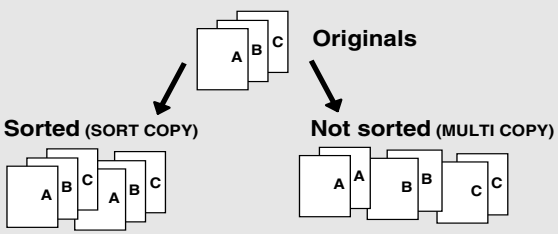


29-MAY 12:00
READY TO SEND

2 **Select any of the following copy settings as needed:**

- **Enlarge/reduce:** Press + or − until the desired setting appears in the display. Settings are 100%, 125%, 135%, 200%, 70%, 88%, 94%, and AUTO (automatic adjustment to match the size of the paper). The default setting is 100%.
  Example: Press + twice → 29-MAY 12:00 COPY RATIO: 125%
- **Number of copies per original:** Press the number keys to enter a number from 1 to 99. The default setting is 1.
  Example: Press 2 ABC for two copies → 29-MAY 12:00 2
- **Sorted copies:** To sort the copies as shown below under “Sorted”, first set the number of copies per original (at least “2” copies must be set), and then press INK. → 29-MAY 12:00 2 [SORT]

Example: Two copies each of three originals



3 **When you are ready to begin copying, press** POLL COPY/HELP.

- **Important:** Remove the document as soon as it exits the machine. Otherwise, ink from the copy may soil the document.

If MEMORY IS FULL appears...
If you place a large number of originals in the feeder, the memory may become full before all pages can be scanned (the display will show FAX MEMORY FULL). If this happens, only the pages that were scanned will be copied and the remaining pages will automatically feed out. Repeat the copy procedure for the remaining pages, including the page that was being scanned when the memory became full.

Note: It may not be possible to make a copy of an original if a high resolution setting is used and/or the original contains so much detailed content that the memory becomes full before scanning finishes.

If a call comes in while making a copy

If a call comes in while the machine is making a copy, you must press STOP to stop copying before answering the call.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

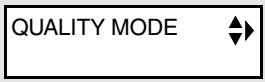
1 **Press F once and + 3 times.** Display: PRINT SET-UP

2 **Press ▷A once and − once.** COPY CUT-OFF

3 **Press ▷A once.** COPY CUT-OFF 1=YES, 2=NO

4 **Press (1) to set copy cut-off to YES (the remaining part of the document will not be printed), or (2 ABC) to set copy cut-off to NO (the remaining part will be printed on a second page).**

The display briefly shows your selection, then:



5 **Press (STOP) to return to the date and time display.**

High-quality copy setting (fast/slow printing of copies)

The high-quality copy setting controls the speed at which copies are printed. If you prefer a higher quality image at a slower printing speed, turn on this setting. If you prefer a faster printing speed over image quality, turn off the setting.

Important: This setting is only effective when Quality mode (page 27) is turned on.

Note: This setting only affects the printing speed. It does not affect the amount of ink used.

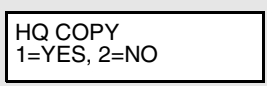
♦ The high-quality copy setting is initially turned off.

1 **Press (F) once and (+) 3 times.**

Display:

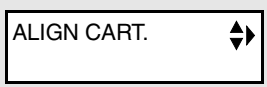
2 **Press (▷A) once and (+) 3 times.**

3 **Press (▷A) once.**



4 **Press (1) to turn on high-quality copy, or (2 ABC) to turn it off.**

The display briefly shows your selection, then:



5 **Press (STOP) to return to the date and time display.**

8. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can have the fax machine display the name and number of the caller when you receive a call.

Important:
To use this function, you must subscribe to a caller identification service from your telephone company. Note that your fax may not be compatible with some caller identification services.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING ▲▼

2 **Press ▷A once and △ 5 times.** CALLER-ID ▲▼

3 **Press ▷A once.** CALLER-ID 1=YES, 2=NO

4 **Press (1) (YES) to turn on Caller ID.** ECM MODE ▲▼
(To turn off Caller ID, press (2 ABC).)

5 **Press (STOP) to return to the date and time display.**

How Caller ID operates

When you receive a call, the name and phone number of the caller will appear in the display, beginning just before the first ring. The information will continue to be displayed until the line is disconnected.

Display example

5258693 JOHN DOE	Caller's number Caller's name

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
OUT OF AREA	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
WITHHELD	Caller information was not provided by the telephone company at the caller's request.

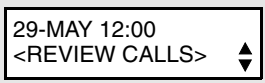
Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- After you have received 30 calls, each new call will delete the oldest call.
- All calls will be erased if you unplug the fax or a power failure occurs.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears. (To dial a number in the Caller ID list using the cordless phone, see page 54.)

1 **Press** **twice.**

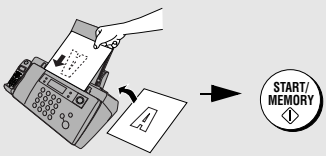


2 **Press** **or** **to scroll through the list.**

3 **If you wish to dial one of the numbers in the list, scroll through the list until the number appears in the display.**

- **Fax:** If you wish to send a fax, load the document and then press START/MEMORY. Dialling and transmission begin.

Fax:



- **Voice call (on the speakerphone):** Press DIGITAL SPEAKERPHONE. Dialling begins automatically. (Speak facing the operation panel at a distance of about 50 cm to 1m when the other party answers.)

Voice call:

4 **Press** STOP **when you have finished viewing the list.**

To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press (#) DELETE while the call appears in the display. If you want to delete all calls from the list, hold (#) DELETE down for at least 3 seconds while you are viewing any number in the list.

Priority Call

If you have turned on Caller ID, you can set the machine to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 **Press (F) once and ▽ 3 times.** Display: ENTRY MODE ▲▼

2 **Press ▷A once and △ once.** PRIORITY # ▲▼

3 **Press ▷A once.**

PRIORITY #
1=SET, 2=CLEAR

4 **Press (1) to store a number.**

(To clear a previously stored number, press (2 ABC) and go to Step 6.)

5 **Enter the number by pressing the number keys (max. 20 digits).**

6 **Press START/MEMORY to store (or clear) the number.** OWN NUMBER SET ▲▼

7 **Press (STOP) to return to the date and time display.**

Blocking voice calls

If you have turned on Caller ID, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax transmission comes in from the number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the first ring).

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 141). Only one number can be blocked.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

1 **Press (F) once and ▽/− 3 times.** Display: ENTRY MODE ▲▼

2 **Press ▷A once and +/Δ twice.** ANTI JUNK # ▲▼

3 **Press ▷A once.**

ANTI JUNK #
1=SET, 2=CLEAR

4 **Press (1) to store an Anti Junk number, or (2 ABC) to clear a previously stored number (if you are clearing a number, go to Step 6).**

5 **Enter the fax number by pressing the number keys (max. 20 digits).**

6 **Press (START/MEMORY) and then press (STOP) to return to the date and time display.**

Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without assistance from the operator of the other machine.

Hint: Polling is useful when you want the receiving fax machine, not the transmitting fax machine, to bear the cost of the call.

- To use the polling function, the other machine must be capable of being polled.
- Before polling, make sure the other machine is set up to receive your polling request.
- Your machine is not capable of being polled.

1 **Dial the fax machine that you wish to poll using one of the following methods:**

- Enter the full number using the numeric keys.
- Press

and dial the full number. Wait for the fax answerback tone.
- Press or until the name (or number) of the other party appears in the display.

2 **Press**

.

- Reception will begin.

PBX operations

If your fax is connected to a PBX, you can use it to perform the following operations:

Making enquiry calls: During a call, you can put the other party on hold, make a further call to a third party, and then go back to your original caller.

Transferring calls: You can transfer a call to another number on the same PBX without operator assistance.

Making enquiry calls

1 **During the telephone conversation, press R on the machine or on the cordless handset. This puts the other party on hold.**

2 **When you hear the dial tone, dial the number of the third party for the enquiry call.**

3 **When you have finished the enquiry call, you will be automatically returned to the original caller as soon as the third party hangs up.**

Transferring calls

1 **During the telephone conversation, press R on the machine or on the cordless handset. This puts the other party on hold.**

2 **When you hear the dial tone, dial the number to which you want to transfer the call. When the other party answers, hang up, and the call will be transferred.**

- If the other party does not answer, press R or again to return to the original caller.

9. Printing Lists

You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

1 **Press (F) once and ▽ twice.** Display: LISTING MODE ▲▼

2 **Press ▷A once.** TEL # LIST ▲▼

3 **Press + or − until the desired list appears in the display.**

4 **Press ▷A once.** Example:

TEL # LIST
PRESS START KEY

5 **Press START/MEMORY to print the list.**

Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time each message was recorded, the length, and the type.

Caller-ID List

This list shows information on your 30 most recently received calls and faxes. (This list is only available if you are using the Caller ID function.)

Help List

This list provides a brief guide to the operation of the machine. Press POLL COPY/HELP whilst no document is loaded in the feeder to print this list.

If a call comes in while printing a list

If a call comes in while the machine is printing a list, you must press STOP to stop printing before answering the call.

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

Headings in the Transaction Report

SENDER/ RECEIVER The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

NOTE (One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

BUSY - The fax was not sent because the line was busy.

COM.E-X - (Where “X” is a number.) A telephone line error prevented the transaction. See *Line error* on page 158.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 **Press (F) once and ▽ 4 times.** Display: OPTION SETTING ▲▼

2 **Press ▷A once and ▽ twice.** TRANSACTION ▲▼

3 **Press ▷A once.** TRANSACTION / 1:ALWAYS PRINT (Selections appear alternately)

4 **Press a number from (1) to (5 JKL) to select the condition for printing.**

(1)	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
(2 ABC)	ERROR/MEMORY	A report will be printed after an error or a memory operation.
(3 DEF)	SEND ONLY	A report will be printed after each transmission.
(4 GHI)	ERROR ONLY	A report will be printed only when an error occurs.
(5 JKL)	NEVER PRINT	A report will never be printed.

The display briefly shows your selection, then: PSEUDO RING ▲▼

5 **Press (STOP) to return to the date and time display.**

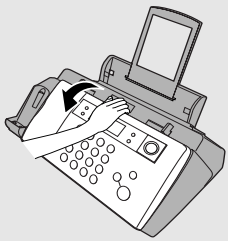
10. Maintenance

Cleaning the Machine

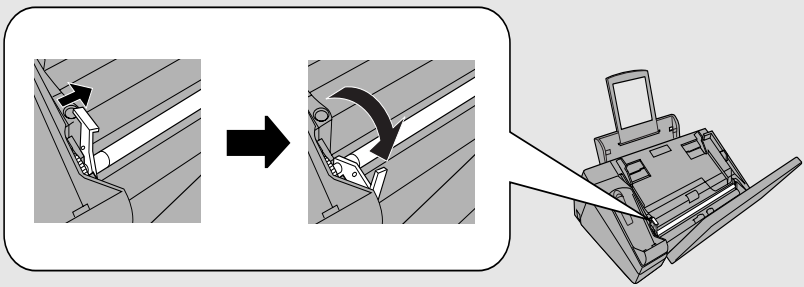
Cleaning the scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

1 **Open the operation panel.**

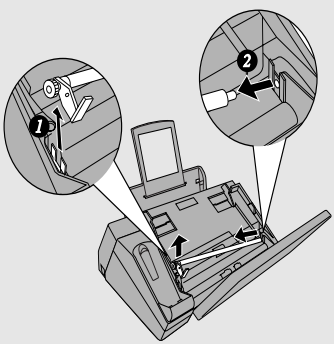


2 **Push the green lever at the side of the white roller slightly to the right, and then pull it forward and down.**

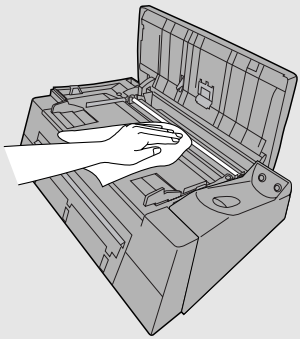


3 **Pull the left side of the white roller up and then pull the roller to the left and out of the machine.**

- Place the roller in a stable position where it will not accidentally fall to the ground.



4 **Wipe the scanning glass (exposed by removing the white roller) and rollers with a clean cloth.**

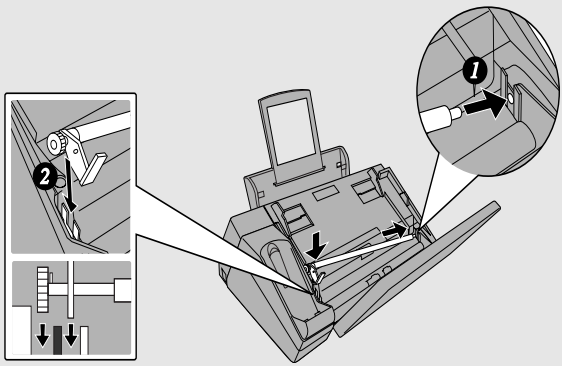


- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.

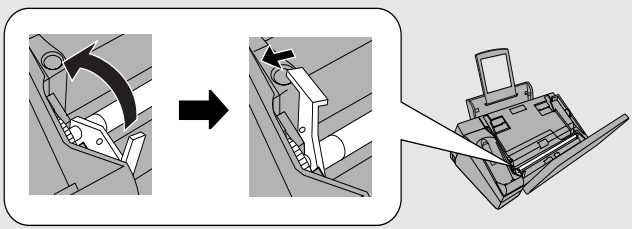
If the scanning glass is difficult to clean
If you find it difficult to remove dirt from the scanning glass, you can try moistening the cloth with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

5 **Replace the white roller, inserting the right end first.**

- When re-inserting the roller do not use excessive force to locate the right hand end. This may result in damage to the machine.



6 **Push the green lever up and back. Make sure that the small knob on the lever goes into the hole on the side of the compartment.**

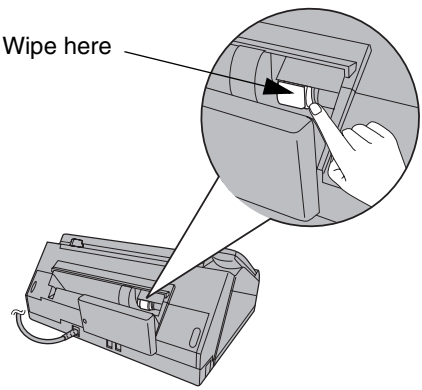


7 **Close the operation panel, pressing down firmly to make sure it clicks into place.**

Cleaning the paper feed roller

A dirty paper feed roller will prevent the paper from feeding correctly. To clean the roller, first remove the paper tray. The roller will be visible in the opening in the rear of the machine. Hold the roller by pressing down on the white part with your finger and wipe the black part with a clean, dry cloth. Rotate the roller as needed to wipe the entire surface of the black part.

- If you find it difficult to remove dirt from the roller, moisten the cloth with water and then wring it out thoroughly before wiping. ***Do not*** use alcohol, benzene, thinner, or other solvents.



Cleaning the housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!
Do not use benzene or thinner. These solvents may damage or discolor the machine.

Improving Print Quality

Aligning the print cartridge

If print quality is not satisfactory, first try aligning the print cartridge.

Note: Make sure that paper is loaded before beginning this procedure.

1 **Press (F) once and (+) 3 times.** Display: PRINT SET-UP

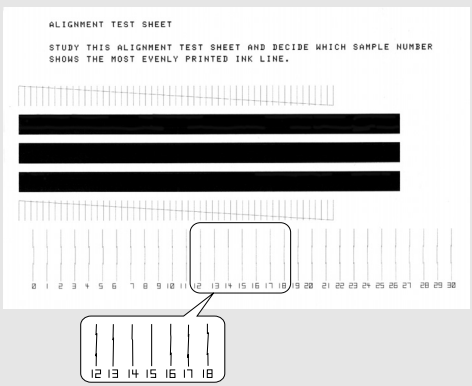
2 **Press (▷A) once and (+) twice.** ALIGN CART.

3 **Press (▷A) once.**

ALIGN CART.
1=PRINT,2=SET

4 **Press (1) to print an alignment page. (To enter an alignment value without printing an alignment page, press (2 ABC).)**

5 **In the alignment page that the machine prints, locate the line that comes closest to forming a completely straight line.**


ALIGNMENT TEST SHEET
STUDY THIS ALIGNMENT TEST SHEET AND DECIDE WHICH SAMPLE NUMBER SHOWS THE MOST EVENLY PRINTED INK LINE.
12 13 14 15 16 17 18

In this example, “15” comes closest to forming a straight line.

After printing the alignment page the display shows:

29-MAY 12:00
ENTER (0-30) 15

6 **Press the number keys to enter the number of the straightest line.**

Example: 1 5 JKL

- If you make a mistake, press STOP and then repeat the entry.

7 **Press START/MEMORY.**

CLEAN NOZZLES ▲▼▶

8 **Press STOP to return to the date and time display.**

Cleaning the print cartridge nozzles

If print quality is still not satisfactory after aligning the print cartridge, follow these steps to clean the print cartridge nozzles.

1 **Press F once and + 3 times.**

Display:

PRINT SET-UP ▲▼▶

2 **Press ▷A once and + once.**

CLEAN NOZZLES ▲▼▶

3 **Press ▷A once.**

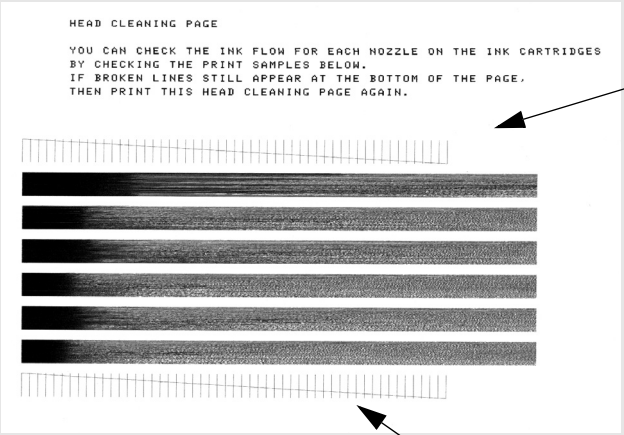
CLEAN NOZZLES
PRESS START KEY

4 **Press START/MEMORY.**

- The machine prints a test pattern similar to the one shown in the following step.

5 **Compare the diagonal line above the printed bars to the diagonal line below the printed bars.**

- Look for a break in the diagonal line above the bars. A break indicates clogged nozzles.


HEAD CLEANING PAGE
YOU CAN CHECK THE INK FLOW FOR EACH NOZZLE ON THE INK CARTRIDGES
BY CHECKING THE PRINT SAMPLES BELOW.
IF BROKEN LINES STILL APPEAR AT THE BOTTOM OF THE PAGE,
THEN PRINT THIS HEAD CLEANING PAGE AGAIN.
Breaks in the diagonal line at the top of the page indicate clogged nozzles.
Unbroken lines at the bottom of the page indicate the nozzles were cleaned.

6 **If the bottom diagonal line still has breaks, repeat Steps 1 through 4 to run the nozzle test again. Run the test a third time if necessary.**

- If the print quality is satisfactory after running the nozzle test three times, the nozzles are clean.
- If the print quality is still not satisfactory after running the test a third time, continue with Step 7.

7 **Press INK, open the operation panel, open the print compartment cover, and remove and then reinstall the print cartridge (see the procedure beginning on page 23).**

8 **Repeat the nozzle test. If the lines are still broken, wipe the nozzles as explained in the following section.**

Wiping the print nozzles and contacts

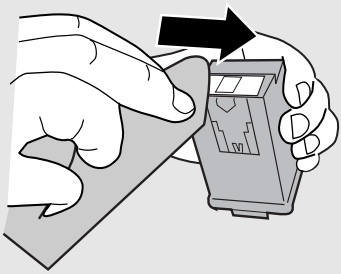
If you have cleaned the print nozzles as explained in the previous section at least three times and print quality is still not satisfactory, try wiping the print nozzles and contacts.

1 **Press INK, open the operation panel, open the print compartment cover, and remove the print cartridge (see the procedure beginning on page 23).**

- ***CAUTION! DO NOT*** touch the gold contact area of the cartridge or the contact area of the cartridge carriage with your fingers.

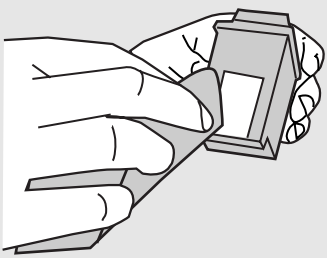
2 **Dampen a clean cloth with water, and gently wipe the nozzles and the gold-coloured area around the nozzles. Wipe in one direction only.**

- To dissolve dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.
- When finished, allow the gold-coloured area to dry.



3 **Dampen another section of clean cloth with water, and gently wipe the contacts and the gold-coloured area around the contacts.**

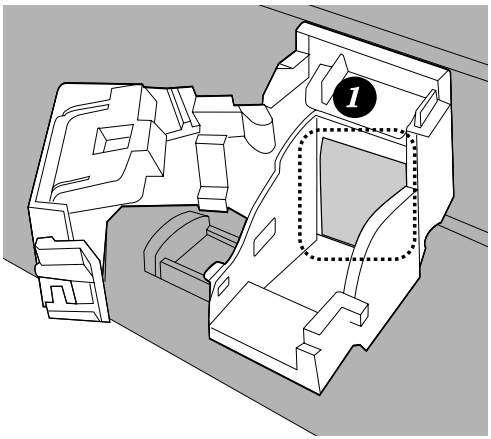
- To dissolve dried ink, hold the damp cloth against the contacts for about three seconds. Gently blot and wipe dry.
- When finished, allow the gold-coloured area to dry.



4 **Reinstall the print cartridge and repeat the nozzle test as explained in the previous section.**

Cleaning the cartridge holder

A dirty print cartridge holder may cause smudges on your printed pages. To clean the print cartridge holder, press INK, open the operation panel, open the print compartment cover, and remove the print cartridge (see the procedure beginning on page 23). Wipe ❶ on the holder with a damp cloth.



About the lithium battery:
The fax machine uses a lithium battery to retain settings and information programmed in the machine when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Replacing the Cordless Handset Batteries

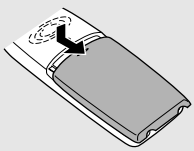
Like any other battery, the rechargeable batteries will eventually wear out. The batteries can normally be used for about two years, although this will vary depending on the conditions of use.

If you find that or appears in the cordless handset display soon after the batteries are charged, replace them with the following batteries:

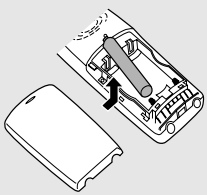
Replacement batteries: Use only 1.2 V Ni-MH batteries with a capacity of 630 mAh (min. of 600 mAh; type AAA).

Caution:
Danger of explosion if batteries are incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer.
Dispose of used batteries according to the manufacturer's instructions.

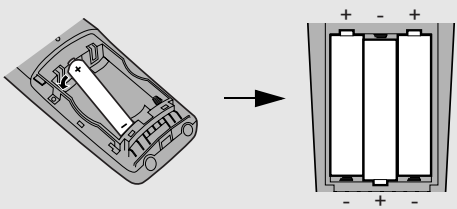
1 **Remove the battery cover by pressing on the indentation as shown.**



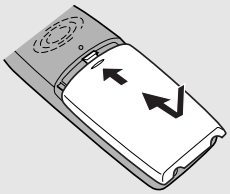
2 **Remove the old batteries.**



3 **Insert the new batteries.**

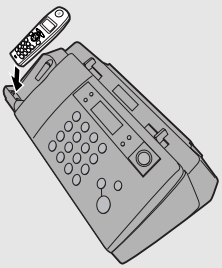


4 **Place the battery cover on the cordless handset, making sure it snaps firmly into place.**



5 **Place the cordless handset in the machine cradle with the dial pad facing up (or place the cordless handset facing forward in the charger if applicable).**

- Let the new batteries charge for at least **12** hours.

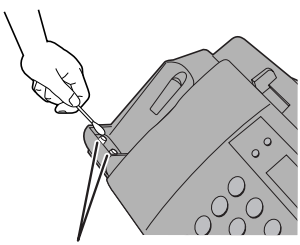


Battery disposal

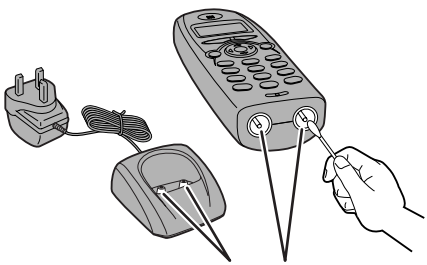
The batteries are Nickel Metal Hydride batteries. The batteries must be disposed of properly. Contact local agencies for information on recycling and disposal plans in your area.

Wiping the charger contacts

To ensure that the battery charges properly, wipe the charger contacts on the cordless handset and in the machine cradle (and in the separate charger if your model came with a charger) once a month with a cotton swab.



Charger contacts in cradle



Charger contacts in charger

11. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	A line error occurs when your fax machine cannot communicate correctly with the other fax machine. The error is usually due to a problem on the phone line. Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you press .	• Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket (see page 29). • Make sure that the telephone line is good.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket (see page 29).
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Press and check for a dial tone. Dial the receiving machine manually and make sure that it is responding (you should hear a fax tone).
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
Print quality is poor.	• The print cartridge may need alignment or cleaning. See page 151.
The received document is faint.	• Ask the other party to send higher contrast documents. • The print cartridge may need replacement. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
The quality of copies is poor and/or dark vertical lines appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 148.

SMS messaging problems

Problem	Solution
You cannot send SMS messages.	• Have you registered for SMS service? • Make sure that the correct center number is entered (see page 85).
You cannot receive SMS messages.	• Make sure that the correct center number is entered (see page 85) . When your SMS center calls your fax machine, the machine checks to see if the SMS center number sent by Caller ID matches the center incoming number entered as explained on page 85. If the numbers don't match, the fax machine does not begin SMS reception and simply rings instead. If you have turned on the Caller ID function (see page 136), the correct center number sent by Caller ID will appear in the display (and in the Caller ID list). Check this number against your entered center number and correct the latter if needed. • To receive SMS messages, you must subscribe to a Caller ID service. • Is the inbox full? If so delete one or more messages (see page 83). • Is the SMS Receive function turned on? This function must be turned on to receive SMS messages (see page 84).
When sending an SMS message, OVER 20 DIGITS appears when you enter the number of the recipient.	• The maximum number of digits that can be entered for the number of an SMS message recipient is 20. A number longer than 20 digits cannot be used when redialing, using an auto-dial number, or using the Caller ID list.
OVER DIGITS appears while you are writing a message and no further characters can be entered.	• The maximum number of characters that can be entered when writing an SMS message is 160. Less characters can be entered if the message includes special symbols or characters that require more memory space.

You receive a voice message from your SMS center.	• This may happen if you attempt to send an SMS message without subcribing to an SMS service. • If the sender selected an SMS to Voice function, you will receive the message by voice. • If your inbox is full, the SMS server will send a voice message after several attempts to send a text message. Delete one or more messages from your inbox to allow text messages to be received.

General problems

Problem	Solution
A loud howling sound occurs when you use the speakerphone.	• Turn down the speaker volume (press while the speakerphone is on).
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 104).

Cordless handset problems

Problem	Solution
The cordless handset does not operate and nothing appears in the display.	• Make sure the batteries are correctly inserted in the cordless handset (see page 30). • The batteries may be low. Place the cordless handset in the cradle (or charger if applicable) and let it charge.
Calls cannot be made or received on the cordless handset.	• Make sure the machine is plugged into a power outlet and has power. • Make sure the telephone line is properly connected to both the **TEL. LINE** socket on the machine and the wall jack (see page 29). (If the telephone line is connected correctly, you should hear a dial tone when you press on the machine.) • The batteries may be low. Place the cordless handset in the cradle (or charger if applicable) and let it charge. • Calls cannot be made or received while the machine is being used (while BUSY appears in the cordless handset display). Wait until the machine is no longer being used. • Calls cannot be made or received during a power failure. • You may be outside of the talking range. Move closer to the machine.
You hear noise or interference during a call.	• Other electrical appliances may cause interference. Move away from any electrical appliances. • Move closer to the machine. Note that large metal objects, metal structures, and thick walls between the machine and cordless handset will reduce the talking range. If needed, try moving the machine to a different location.

The batteries do not charge.	• Make sure the cordless handset is placed in the cradle with the dial pad facing up. • If you have a separate charger, make sure the AC adapter is connected correctly to the charger and the power outlet (see page 32). Make sure the cordless handset is facing forward. • Wipe the charger contacts with a cotton swab. • Make sure the batteries are correctly inserted in the cordless handset (see page 30). • The batteries may need replacement (see page 151).
You hear beeps during a call.	• You will hear beeps during a call and will blink in the display if the batteries are low. Place the cordless handset in the charger (or cradle if applicable) and let it recharge. If you hear beeps during a call and need to continue the call, transfer the call to the machine (see page 57).

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see page 137 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press START/MEMORY. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press START/MEMORY.
AM MEMORY FULL	The answering machine's message memory is full. Erase recorded messages as explained on page 90.
A.M. TRANSFER	The answering machine's transfer function has been turned on (see page 93).
CALL TRANSFER	A call is being transferred. (On occasion, this may also appear while paging the cordless handset for an intercom call.)
CHANGE CARTRIDGE	This message appears after you install or replace the print cartridge (see page 25).
CHECK CARTRIDGE	The print cartridge is missing and must be installed, or is not installed correctly.
DECT HS IN USE	The cordless handset is in use. Wait until this message no longer appears to send a fax or make a phone call from the fax machine.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*. Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 104). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.

FAX MEMORY FULL	The document memory is full. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitute Reception to Memory* on page 132). If you are attempting to transmit from memory, see *If the memory becomes full* on page 124. If you are copying, see *If MEMORY IS FULL appears* on page 134.
FAX RX IN MEMORY	A fax has been received in memory because the print cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	(F) has been pressed.
INK NEAR EMPTY	The cartridge is nearly empty (approximately one eighth of the ink remains).
INTERCOM	A cordless handset is paging the fax machine (press DIGITAL SPEAKERPHONE to talk), or the fax machine is paging a cordless handset. The number of the cordless handset appears with INTERCOM.
LINE ERROR	Transmission or reception was not successful. Press STOP to clear the message and then try again. If the error persists, see *Line error* on page 158.
LOW INK	The cartridge is low on ink (approximately one quarter of the ink remains).
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
MESSAGES RCVD:XX	This indicates that you have received messages in the answering machine. “XX” is the number of messages.

NOT REGISTERED	You attempted to delete, page, or transfer a call to a cordless handset that is not registered.
OUT OF INK	The cartridge is out of ink and must be replaced. Faxes will be received to memory.
PAPER JAMMED	The printing paper is jammed. See page 171.
PRINTER ERROR	A printer error has occurred. Open the printer compartment cover, make sure the print cartridge is installed correctly, and then close the cover. Press STOP to clear the message.
PRINTER ERROR/ CHECK PAPER	A paper jam may have occurred. Follow the procedure on page 171 to clear the jam.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic redialling* on page 118.)
SPEAKER PHONE	DIGITAL SPEAKERPHONE (the digitial speakerphone key) has been pressed and the machine is waiting for you to dial.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.
UNSENT E0/FE	When viewing messages in the outbox, this appears if you press ✉ after scrolling to a message with an exclamation point next to it. E0 indicates that there was no Caller ID service. FE indicates that an error occurred during transmission.

Display messages (cordless handset)

BUSY	When you attempt to make a phone call or page another device (machine or cordless phone), the system or other device is busy and cannot respond. Wait until the system or device is no longer busy. This message may also appear if you are slightly out of the communication range and you attempt to make a phone call (try moving closer to the machine; note that the display may still indicate that you are in range).
C (blinking)	has been pressed to place a call on hold. To resume the call, press again.
CALLS	This appears when you access the Caller ID list in the machine by holding down (only if you have Caller ID).
EMPTY	This appears if you access the machine's phone book or Caller ID list and there are no numbers.
0 - 6 (a number from 0 to 6 appears)	Your cordless handset is being paged (press to answer), or your cordless handset is paging the fax machine or another cordless handset.
(blinking)	The cordless handset batteries are low and need recharging. Place the cordless handset in the cradle (or in the charger if applicable). If this appears soon after the batteries have been charged, the batteries may need replacement (see page 156). If this appears during a phone call (you will also hear beeps) and you need to continue the call, transfer the call to the machine.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.

Clearing Paper Jams

Clearing a jammed document

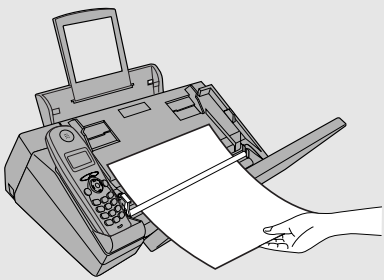
If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing START/MEMORY. If the document doesn't feed out, remove it as explained below.

Important:
Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

1 **Open the operation panel.**

2 **Gently remove the document.**

- Be careful not to tear the document.



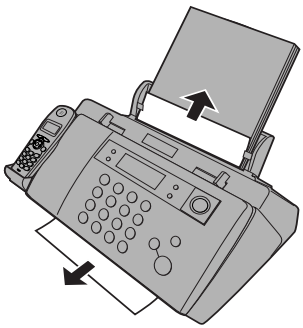
3 **Close the operation panel, pressing down firmly to make sure it clicks into place.**

Clearing jammed printing paper

Gently pull the jammed paper out of the machine, taking care not to tear it.

After removing the jammed paper, press STOP to clear the error message (PAPER JAMMED) from the display.

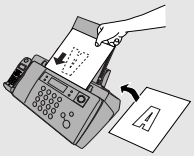
- Normal operation cannot be resumed until you press STOP to clear the error message.



Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1. Press DIGITAL SPEAKERPHONE.
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press START/MEMORY.

Automatic Dialling

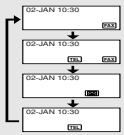
1. Press ▷A or 2◁ until the desired destination appears in the display.
2. Press START/MEMORY.

Recording an Outgoing Message

1. Press ●REC/MEMO, ▽, and ▷A.
2. Pick up the cordless handset, press ☎, and speak into the cordless handset.
3. When finished, press ☎.

Receiving Faxes

Press RESOLUTION/RECEPTION until the desired reception mode appears in the display.



FAX mode: The fax machine automatically answers and receives faxes.
TEL mode: Answer all calls (even faxes) on the cordless handset. To begin fax reception, press START/MEMORY.

TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.

A.M. mode ( ): Select this mode when you go out to receive both voice messages and faxes.

Storing Auto Dial Numbers

1. Press F once and ▷A twice.
2. Enter the fax number and press START/MEMORY.
3. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press ▷A after entering the first letter.)

SPACE = 1	G = 4	N = 6	U = 8
A = 2	H = 4 4	O = 6 6	V = 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

4. Press START/MEMORY and then STOP.

Using the Cordless Phone

Making a phone call

1. Pick up the cordless handset and press .
2. When you hear the dial tone, dial the number.
3. When you are ready to end the call, press .

Making a phone call using automatic dialling

1. Press once.
2. Press or until the number you wish to dial appears in the display.
3. Press .

Receiving a phone call

1. When the cordless handset rings, pick it up and press .
2. When you are ready to end the call, press .

Receiving a fax using the cordless handset

If you hear a fax tone after answering a call on the cordless handset, or if the other party speaks to you and then wants to send a fax, press .

Storing auto dial numbers

1. Press and then press twice.
2. Enter a name for the auto-dial number. To enter each letter, hold down the key for the letter as shown in the chart below until the letter appears in the display.

SPACE, PAUSE ( ), - = 0	M, N, O = 6
A, B, C = 2	P, Q, R, S = 7
D, E, F = 3	T, U, V = 8
G, H, I = 4	W, X, Y, Z = 9
J, K, L = 5	* = *

3. Press .
4. Enter the full fax/phone number.
   To clear a mistake, press .
   To insert a pause, hold down 0 until " " appears.
5. Press and then repeatedly to exit.

Listening to messages

1. Press and then press .
2. Press 7PQRS to listen to all your messages, or 8TUV to listen to only your new messages.
3. While listening, you can do the following:
   Repeat a message: Press *.
   Skip a message: Press 0.
   Delete a message: Press # while the message is playing.
   Stop playback: Press 9WXYZ.
4. When finished, press repeatedly to exit.

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REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Remote Operation Guide SHARP®

1. Call your fax from a touch-tone telephone, and press [#] when the outgoing message begins.
2. Enter your remote code: ☐☐☐ .
3. Press [#] .
4. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

- **PLAYBACK**
  - Play messages ..... 7 #
  - Move backward/repeat..... 2 #
  - Skip forward..... 5 #
  - Stop ..... 0 #
  - Play new messages only .. 6 #
    (first stop playback)
- **ERASING MESSAGES**
  - Erase single message ..... 3 #
  - Erase all messages ..... 3 3 #
- **RECORDING A MEMO**
  - Start..... * #
  - End ..... 0 #
- **RECORDING A NEW OGM**
  - Start..... 4 *
- **FAX RECEPTION MODES**
  - A.M. mode..... 8 1 #
  - FAX mode..... 8 2 #
  - TEL mode..... 8 3 #
  - TEL/FAX mode ..... 8 4 #
- **TRANSFER FUNCTION**
  - Turn on ..... 9 1 #
  - Turn off ..... 9 2 #
  - New transfer number ..... 9 0 #
    → **(Tel. No.)** #
  - Record transfer OGM 9 3 #
  - To quickly disconnect..... * *
- **OGM ONLY MODE**
  - Turn on ..... 1 1 #
  - Turn off ..... 1 2 #

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